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Gazetted No. 219 published on 2.11.2007

**THE WATER WORKS ACT**

(Cap. 272)

**ORDER***Made under section 3(1)***THE WATER WORKS (DESIGNATION AND DECLARATION OF WATER SUPPLY  
AREA) ORDER, 2007**

1. This Order may be cited as the Waterworks (Designation and Declaration of Water Supply Area) Order, 2007 and shall come into operation on the date of publication.

Citation

2. The Water User's Association specified in the Schedule to this Order is hereby designated and declared to be Water Supply Area.

Designa-  
tion and  
Declara-  
tion**SCHEDULE**

| S.No. | Water User's Association           | Area                            |
|-------|------------------------------------|---------------------------------|
|       | Mtupamaji Water User's Association | Mtue. Mpyungu and Mtue Villages |

Dar es Salaam,  
19<sup>th</sup> July, 2007

SILVANO J. KAWANAWA,  
Minister for Water

*Executive Agency (Taasisi ya Sanaa na Utamaduni) (Establishment)*

Cap No. 220 Laws of Tanzania

Cap No. 220 of 2007 published on 2/11/2007

EXECUTIVE AGENCIES ACT, 1997

(Cap. 245)

ORDER

Made under section 3

THE EXECUTIVE AGENCY

TAASISI YA SANA NA UTAMADUNI (BAGAMOYO COLLEGE OF ARTS) ORDER, 2007

**Citation** 1. This Order may be cited as the Executive Agency (Taasisi ya Sanaa na Utamaduni) (Establishment) Order, 2007 and shall come into operation on the date of publication.

**Establishment** 2. There is established the Taasisi ya Sanaa na Utamaduni to be known by the acronym TaSUNA to take over the functions currently performed by the Bagamoyo College of Arts in the Ministry of Information, Culture and Sports.

**Governance of responsibilities** 3. Governance, responsibilities, powers, accountability and other matters relating to Taasisi ya Sanaa na Utamaduni shall be as specified in the Framework Document set out in the Schedule to this Order.

SCHEDULE

1.0 FOREWORD

Public Service Reform Programme (PSRP) in Tanzania has initiated policy changes and frameworks with the aim of stimulating socio-economic performance through effective public service delivery. In the same framework, the government has transformed some of its former departments and institutions to become Executive Agencies which can run businesses on behalf of the government in a quasi-business manner for some of its operational services. It is with this spirit that Taasisi ya Sanaa na Utamaduni (TaSUNA) is established as an Agency. The aim of TaSUNA is to provide training opportunities, research and advisory services in art and culture under the culture policy guidelines. TaSUNA is expected to offer its services to clients in Tanzania as the government, public, private sector as well as other stakeholders in the wide region of Africa and

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U. N. No. 220/2001/1

beyond. FaSUTHa can realize its expected performance by utilizing existing business potential in both the public and private sector clients with a stake in arts and culture.

FaSUTHa will have to take cognizance of the needs of its customers and stakeholders to cope with competitive behavior emerging in the sector. FaSUTHa has developed its Strategic Plan which focuses on stakeholders as the area of investment to satisfy its customers as its main area of business.

I would like to take this opportunity to thank the Agency Implementation Team for their commitment in the entire process, President's Office-Public Service Management for their guidance and all stakeholders for their inputs that have resulted into the establishment of FaSUTHa.

I therefore wish the Chief Executive and all the employees every success in making FaSUTHa an effective and efficient Executive Agency in the delivery of public service.

**HON. MHEMVEDI SIBI KHATO(MP)**  
*Minister of Information, Culture and Sports*

### Historical Background of the Institute

The *Faasisa ya Samia na Utamaduni Hagamoyo*- FaSUTHa is a product of the Hagamoyo College of Arts (HCA) and can be traced from 1962 when for the first time in the history of the then Tanganyika, the Ministry of National Culture and Youth was established. In 1963, the Ministry formulated a National Performing Arts Company (NPAC) starting with dance and it grew over the years to include acrobatics in 1969. However it worth noting that since 1961 the Department of Culture has been moved from one ministry to the other as indicated by the profile at the end of this chapter.

The need for training in the arts was recognized since 1971 under the Ministry of National Education. This led to the establishment of Acrobatics training. The trainees who were recruited from primary schools received acrobatics training and for those who had not completed Primary education received both acrobatics training and Primary education. In 1974 after the government re-established the Ministry of National Culture and Youth together with inclusion of drama troupe in NPAC, an improved training programme was designed which resulted into the College of Performing Arts.

In 1999, it was decided by the present Ministry to dedund NPAC due to the fact that the government changed strategy of NPAC, going around the country performing and decided to establish training college where the students will go and learn dance, drama, acrobatics and music. The Ministry also decided to shift the established College of Performing Arts from Dar es Salaam to Hagamoyo due to minimum expansion space around it.

In 1981, the College of Performing Arts started officially in Hagamoyo hence acquired the name Hagamoyo College of Performing Arts. Six years later in 1987, the college changed its name to Hagamoyo College of Arts (HCA) after introducing Fine Arts subjects. Objectives of HCA were as follows:-

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- (a) to produce Arts promoters, performers, planners, administrators, and creators for both public and private consumption;
- (b) to produce arts researchers, advisors and consultants at national and international levels;
- (c) to promote artistic standards and appreciation of the customs and traditions of the people of Tanzania; and
- (d) to promote awareness in the use of arts in issues concerning environment, women in development and gender.

From the late eighties to early nineties, the Swedish International Development cooperation Agency (Sida) and Norwegian Agency for Development Cooperation (Norad), offered support in development of HCA in many aspects.

In 1998 HCA established institutional relations with two Norwegian Institutions namely University of Stavanger and Stavanger School of Culture. This resulted into the NHTA -Project which is an intercultural collaboration project involving the three institutions.

Events that happened in 2002 marked an important turning point to the future of HCA. In January 2002 the prestigious theatre building caught fire and burned to ashes. In May 2002 Sida commissioned COWI, a consultancy firm, to review HCA and to come up with recommendations for improving operations. In September 2002 an expert's workshop on arts and culture from East Africa was conducted to find out ways of developing a curriculum for advanced training in the arts for East African arts practitioners. In November 2002 a Stakeholders workshop was convened in Hageronyo to discuss a proposed master plan for HCA with particular emphasis on the physical infrastructure.

In 2005, HCA became fully registered with the National Council for Technical Education (NACTE), during this period a three year strategic plan for the development of HCA was developed and implemented and also advisory board was instituted and launched.

Towards the end of 2005, a decision was made by the then Minister of Education and Culture now, Ministry of Education and Vocational Training, that HCA be transformed into an Executive Agency as part of the government's Public Service Reform Programme.

**MOVEMENT PROFILE OF DEPARTMENT OF CULTURE WITHIN THE GOVERNMENT**

| YEAR | MINISTRY                                                  |
|------|-----------------------------------------------------------|
| 1962 | Ministry of National Culture and Youth                    |
| 1964 | President's Office                                        |
| 1967 | Ministry of Regional Administration and Rural Development |
| 1968 | Ministry of National Education                            |
| 1974 | Ministry of National Culture and Youth                    |
| 1980 | Ministry of Information and Culture                       |
| 1984 | Prime Minister's Office                                   |
| 1985 | Ministry of Community Development Youth and Sports        |

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|      |                                                |
|------|------------------------------------------------|
| 1988 | Ministry of Labour, Culture and Social Welfare |
| 1990 | Ministry of Education and Culture              |
| 2006 | Ministry of Information, Culture and Sports    |

### 2.0 STATUS, GOVERNANCE AND STRUCTURE

#### 2.1 STATUS

With effect from June 2017 the order legally establishing the Tanzisi ya Sanaa na Utamaduni Hagamoyo (TaSUHa) as an Executive Agency of the Ministry of Information, Culture and Sports in accordance with the Executive Agencies Act No. 30 of 1997 came in force.

Tanzisi ya Sanaa na Utamaduni Hagamoyo has been established to develop, preserve and promote Tanzanian arts and culture. In order to do that the institute will have to achieve the following objectives:-

- to offer high quality training programs learning facilities, multi-media, arts and culture production;
- to undertake consultancy services and research in arts and culture; and
- to facilitate an efficient management of the Institute resources.

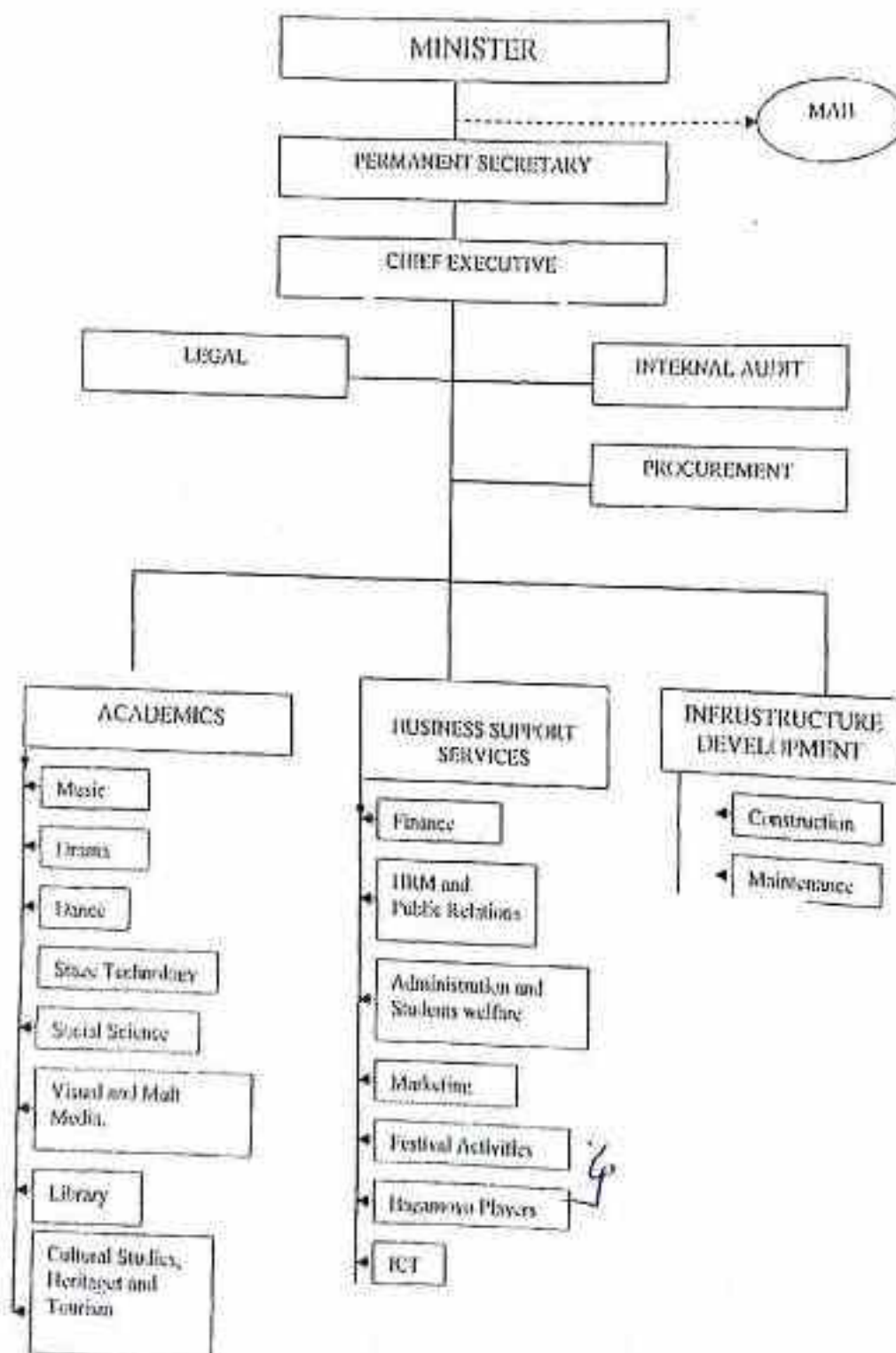
#### 2.2 GOVERNANCE

TaSUHa will be managed by a Chief Executive appointed by the Minister for Information, Culture and Sports for a term not exceeding five years. The Permanent Secretary (PS) for Ministry of Information, Culture and Sports will be responsible for policy and the strategic management of TaSUHa. The PS will oversee the interests of the Ministry and the government in general. There shall be a Ministerial Advisory Board (MAB) that will advise the Minister on the performance of TaSUHa.

#### 2.3 Structure (C.O.A.)

Chief Executive will be assisted by three directors and three head of units. Chief Executive, Directors and heads of units will constitute the management team of the agency.

**TaSUBa ORGANIZATION STRUCTURE CHART:**



**4.0 AIM**

To develop, preserve and promote Tanzanian arts and culture and impart knowledge of the same to existing and future generations from anywhere in the world.

**4.1 VISION STATEMENT**

Advancing Arts and Culture centre of excellence in Africa

**4.2 MISSION STATEMENT**

Conduct training, research and consultancy services in arts and culture by producing high quality professional artists, arts managers, cultural workers as well as produce art products, services and multimedia productions

**4.3 KEY RESULT AREAS (KRA)**

1. Infrastructure Development
2. Improvement of training and research programmes
3. Effective and efficient management of LaSULLa

**4.4 KEY RESULT AREAS AND STRATEGIC OBJECTIVES**

**KEY RESULT AREA 1 (Infrastructure Development)**

*Strategic Objectives*

*Key Performance Indicators*

One branch motel constructed and operational by June 2010

% of work completed on construction of one branch motel

Three student's hostels and CE's house completed by June 2009

Number of student hostels constructed and % of CE's house constructed

Two student's hostel rehabilitated by 2009  
Administration block built by June 2010

Number of rehabilitated hostels room to use  
% of new administration block completed

**KEY RESULT AREA 2 (Improvement of Training and Research programmes)**

*Strategic Objectives*

*Key Performance Indicators*

Current curriculum revised by June 2011

Number of Updated curricula

% contribution for higher diploma developed by CE by August 2009

Documentation leading to accreditation of the program with MAHE completed

% contribution for Bachelor of Arts developed by December 2010

Documentation leading to accreditation of the program with MAHE completed

Curriculum for Joint course developed

Number of curricula developed and administered and administered by August 2009 for Joint course

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|                                                                     |                                                           |
|---------------------------------------------------------------------|-----------------------------------------------------------|
| Research projects developed, undertaken and documented by June 2011 | Number of research projects undertaken and documented     |
| Eight major theatre productions prepared and presented by June 2011 | Number of major theatre productions produced and released |
| Two major film productions developed and sold by 2011               | Number of major film productions developed and sold       |
| 100 works of visual arts produced by June 2011                      | Number of works of visual arts produced and sold 2011     |
| Nine consultancy projects undertaken by 2011                        | Number of consultancy projects undertaken June 2011       |

### KEY RESULT AREA 3 : Effective and efficient management of TaSUA

#### *Strategic Objectives*

#### *Key Performance Indicators*

|                                                                                |                                                              |
|--------------------------------------------------------------------------------|--------------------------------------------------------------|
| 50% of required staff recruited by June 2011                                   | Number of vacant posts filled                                |
| 50% teaching staff trained in relevant skills by 2011                          | Number of teaching staff trained in relevant skills          |
| Short-term training of 50% non-teaching staff by 2011                          | Number of non-teaching staff trained                         |
| Leadership training for top management and heads of sections conducted by 2009 | Number of senior management staff trained in leadership      |
| Regulations formulated and enforced by 2011                                    | Number of regulations formulated and enforced                |
| 50% Office equipment and facilities purchased and acquired by 2011             | Number of identified equipments purchased and acquired       |
| ICT equipments and software purchased and installed by 2011                    | Number of ICT equipments and software procured and installed |
| ICT training conducted to 60% of staff by 2011                                 | Number of staff trained in ICT                               |

#### 3.6 Performance criteria

The Ministerial Advisory Board will regularly assess the performance of the TaSUA based on the Strategic Plan and targets developed. Assessments will be based on regular performance reports submitted to the Minister and in that regard, particular attention will be paid to the following areas:

#### 3.6.1 Quality of Service

- (i) Provision of quality Tanzanian arts/culture goods, research, consultancy, Multimedia and cultural Tourism services;

- (ii) Competent recognised international and national wise in quality and qualification arts and culture;
- (iii) In-house monitoring and evaluation for the improvement of service and effective feed back system; and
- (iv) Timely delivery of reports by the use of modern information technology systems.

#### 3.6.2 Operational efficiency

- (i) Prompt preparation and billing of charges for the services offered and products released;
- (ii) Use of best and transparent internal procedures for the issue of arts and culture products;
- (iii) Timely payment for goods and services received;
- (iv) Effective application of management information systems in all sectors of the Agency to raise productivity levels; and
- (v) Improvement of cost: revenue ratio.

#### 3.6.3 Financial performance

- (i) Prompt collection of all revenues;
- (ii) Timely and accurate production of financial reports; (iii) Clean Audit reports;
- (iv) Effectiveness and transparency of the procurement and stock control systems; and
- (v) Increased level of investments.

### 4.0 THE ROLE OF THE MINISTER

The Minister for Information, Culture & Sports is responsible for establishing TaSUBa, appointing Chief Executive and members of the Ministerial Advisory Board, and for ensuring that the Public and the government enjoys maximum benefit from the agency establishment.

The Minister is responsible for determining the Culture Policy framework and the operational boundaries within which TaSUBa operates, and financial resources that are to be made available to the Agency.

The Minister shall not be involved in daily operation of TaSUBa: the Chief Executive may, consult the Minister on the handling of operational matters which arises to the public significance or parliamentary concern.

The Minister on behalf of the Government shall be responsible in supervising and see that our cultural heritage is protected and promoted in a Civic responsible manner.

### 5.0 RESPONSIBILITIES OF THE PERMANENT SECRETARY

1. The Permanent Secretary being the Accounting Officer has the overall responsibility to the Minister for Information, Culture and Sports on matters concerning voted funds and is the principal policy advisory to the Ministry for Arts and Culture Sports matters. The Permanent Secretary shall be responsible for the Strategic Management of TaSUBa and for this purpose, may give directions to the Chief Executive but with due regard to the need to uphold TaSUBa autonomy in the day to day management of its affairs.

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2. The Permanent Secretary shall be responsible for the discipline and control of the Chief Executive.

3. The Permanent Secretary will receive appeals of the employees who are aggrieved by the decisions of the Chief Executive as stipulated by the Executive Agencies Act No. 30 of 1997.

4. The Permanent Secretary shall be the chairperson to the Ministerial Advisory Board.

5. The Permanent Secretary shall taking into account the overall government policies, and the business case presented, decide whether the intention of Chief Executive's to borrow money or to acquire or dispose of immovable property are acceptable.

6. The Permanent Secretary will promote interests of TaSUBa and keep the Chief Executive aware of higher level of government thinking.

7. The Permanent Secretary is the principal accounting officer for the ministry and as such is responsible for ensuring a high standard of financial management in the conduct of all responsibilities charged upon the Ministry of Information, Culture and Sports and the Parliament.

### **6.0 RESPONSIBILITIES OF THE CHIEF EXECUTIVE**

The Chief Executive is responsible for managing TaSUBa within the terms of this Framework Document and the Executive Agencies Act No. 30 of 1997 and its regulations. The Chief Executive is the Agency's Accounting Officer and shall specifically be responsible for:

1. The day to day operation of the Agency
2. The preparation and submission of strategic and business plans and associated budgets.
3. Proposing the strategies that will enable the Agency to meet its Objective and targets.
4. The personnel management, organization, Control and discipline of the employee of the Agency.
5. Promoting public confidence in the professionalism and quality of its services and impartiality of the Agency decisions.
6. The organization and management of assets and resources allocated to him efficiently, effectively, economically and in accordance with the principals of fairness and equality and outlined in government policies and financial regulations.
7. The preparation of an annual report and financial statements for submission to the Permanent Secretary, the Minister for Information Culture and Sports, and the Parliament.
8. The provision to Permanent Secretary of such information as is required enabling performance to be monitored.
9. Contributing to the development and formulation of policy, including assessing the impact and practicality of proposed policy changes and ensuring that TaSUBa is in a position to implement such changes expeditiously and efficiently.

10. Mobilize and negotiate for resources.
11. Work closely with other key stakeholders in the sector to ensure successful implementation of arts and culture policies and better delivery of service.

## **7.0 THE MINISTERIAL ADVISORY BOARD**

Ministerial Advisory Board shall be established to assist and advise the Minister on the following:

- (a) development and maintenance of a policy framework; (b) objectives of TaSUTHa;
- (c) acceptability of the Chief Executive's Strategic and Business Plans and associated budgets;
- (d) setting of priorities and annual performance targets for the Agency; (e) acceptability of the Annual Reports and Financial Statements; (f) evaluation of the Agency's performance; and
- (g) any other matter provided for under the Executive Agencies Act No. 30 of 1997 and subsequent amendments.

The Board shall hold its meetings as often as the Chairperson may determine, but not less than twice each financial year. The Chief Executive shall be an ex-officio member of the MAB.

## **8.0 ACCOUNTABILITY**

### **8.1 Accounting Officer's Responsibilities**

Permanent Secretary is the Principal Accounting Officer for the Ministry and as such, is responsible for ensuring a high standard of financial management in the conduct of all responsibilities charged on the Ministry of Information, Culture and Sports.

Chief Executive is the TaSUTHa's Accounting Officer, and is therefore accountable for ensuring the propriety and regularity of revenue and expenditure, for prudent and economical administration. He shall ensure the requirements of the Ministry of Finance are met in accordance with the Agency's Financial Regulations, Accounting

Manual and Finance and Procurement Acts. The Chief Executive is responsible for establishing proper management system and as such, shall take account of the financial guidance issued by the Ministry of Finance, and the personnel management guidance issued by the President's Office -Public Service and Management (PO-PSM). He shall also put into effect the recommendations acceptable by the Government from the Public Accounts and other Parliamentary Committees.

### **8.2 Public Accounts Committee**

Permanent Secretary and Chief Executive may be required to appear before the Public Accounts Committee on matters relating to the TaSUTHa. Where the Committee's interest is in the operations of the TaSUTHa, the Minister will normally regard the Chief Executive as the person best placed to appear.

**8.4 Parliamentary and other inquiries**

Members of the Parliament are encouraged to deal directly with the Chief Executive on matters which are the responsibility of the TaSUTa.

Chief Executive shall work closely with Minister to prepare the formal replies to questions raised by Members of Parliament inquiries, which fall under the responsibility of the TaSUTa.

**9.0 FINANCE, PLANNING AND STRATEGIC CONTROL**

**9.1 Funding**

TaSUTa's resource requirements will be met from the revenue collected from fee, sales of Arts, Culture and Multi-media products and charges for services rendered, supplements as shown to be necessary in the agency's Business Plan by Government subventions, loans and grants.

TaSUTa's expenditure will be subject to monthly, quarterly and annual monitoring and review.

**9.2 Strategic and Business Plans**

Chief Executive of TaSUTa shall prepare for approval by the Permanent Secretary a Strategic Plan covering a period of three years and a Business Plan covering one year which give details of operations.

**9.2.1 Strategic Plan**

The Strategic Plan shall cover a three-year term and be rolled forward and updated each year. It shall reflect the outcome of the review of performance and expenditure and shall clearly set out:

- (a) The Chief Executive's strategies for achieving TaSUTa's aim and objectives;
- (b) Strategic performance targets;
- (c) An assessment of the external factors which influence TaSUTa's activities including key planning assumptions about the services and resources to be provided;
- (d) A capital expenditure program; and
- (e) Efficiency objectives and business plans.

**9.2.2 Business Plan**

The Business Plan will set out in more details TaSUTa's activities for the first year on the Strategic Plan period and will include:

- (a) Key performance targets set by the Parent Ministry, priorities and other performance targets;
- (b) Budgets, including estimated profiles of revenue and expenditure;
- (c) The work programme/Action Plan;
- (d) The key assumption which include resources, which are likely to underpin performance targets; and
- (e) Efficiency plan including initiatives to improve performance, reduce costs and quality of service.

### **9.3. Approval**

The Chief Executive shall submit the Strategic and Business Plans to the MAU and the Permanent Secretary for approval each year.

The Chief Executive may seek to review the Business Plan in the course of the year to reflect changes in policies, resources or priorities.

Approval of these plans will constitute authority for TaSHUa to conduct its operations accordingly without undue interference by the Ministry.

### **9.4. Annual Report and Accounts**

The Chief Executive shall submit an Annual Report and financial statements to the MAU, the Permanent Secretary and Minister after the end of each financial year. The Report shall be published and circulated to relevant authorities, and shall contain:

- (a) A copy of the audited financial statements of TaSHUa together with the Auditor's report on those statements;
- (b) A report on performance against key targets;
- (c) A report on the operations of TaSHUa during that financial year; and
- (d) Any other information as may be required by the Permanent Secretary.

The Annual Report will also contain the annual performance agreement between the Permanent Secretary and Chief Executive.

### **9.5. Financial Delegation**

The Chief Executive has the authority to approve all expenditure which is consistent with the approved Strategic and Business Plans and which is in accordance with his letter of delegation.

The Chief Executive shall ensure that appropriate investment appraisal of all capital expenditure projects is carried out, taking account of such guidance as the Ministry of Finance or President's Office-Public Service Management may issue from time to time. Major capital expenditure items will be considered in the context of the approved Strategic and Business Plans.

TaSHUa will undertake post implementation reviews to determine whether projects have achieved objectives set up.

### **9.6. Value for Money**

Chief Executive is responsible for obtaining value for money in the procurement and delivery of works, goods and services. Accordingly, Chief Executive will implement a range of efficiency measures in accordance with the agreed programme and timetable set out in the Strategic and Business plans. The Chief Executive is responsible for maintenance of standards and value for money of any work contracted out and ensuring that the security and confidentiality safeguards are maintained.

#### **9.7 Internal Audit**

The Chief Executive is responsible for ensuring that adequate arrangements exist for the provision of an internal audit service. The Internal Auditing shall be done in accordance with the standards set by the Ministry of Finance, National Board of Accountant and Auditors and TaSUIBa's Accounting Manual.

The Internal auditor to the Ministry of Information, Culture and Sports shall have the right to access the Agency to perform work necessary to give independent assurance to the Principal Accounting Officer (Permanent Secretary). The Permanent Secretary shall receive copies of all internal audit reports.

#### **9.8 External Audit**

TaSUIBa is subject to external audit by the National Audit Office of the United Republic of Tanzania which has the right to conduct interim audits, special audits and value for money studies relating to TaSUIBa's activities.

#### **9.9 Budgetary Flexibilities**

The Chief Executive shall have the power, which shall be exercised in accordance with Ministry of Finance guidelines, and the limits set out in the Executive Agencies (Finance, Procurement and Store) Regulations of 1999, Public Procurement Act No. 21 of 2001 and Public Finance Act No.6 of 2001 with their respective regulations.

##### **9.9.1 Capital Expenditure**

The Chief Executive shall have the powers in relation with the capital expenditure to-

- (a) authorize capital expenditure on individual capital projects according to the Public Procurement Act No. 21 of 2001;
- (b) transfer resources allocated to one item in the budget to another;
- (c) carry over in full to the next financial year any under spent amount on capital provisions from the previous financial year.

##### **9.9.2 Running Costs**

The Chief Executive shall have the powers in relation with the running costs to-

- (a) manage all running costs allocations as a single budget;
- (b) transfer resources allocated to one item in the budget to another; and
- (c) carry over in full to the next financial year any under spent amount on running costs from the previous financial year.

##### **9.9.3 Assets and Liabilities The Chief Executive may:**

- (a) authorize all write-offs and special payments;
- (b) Authorise the disposal of assets in accordance Public Finance Act of 2001 and Procurement Act No. 21 of 2001.

## **10.0 PERSONNEL**

### **10.1 Status and Conditions of Service**

The TaSUIBa staffs are public servants as such their terms and conditions of service will be based upon the Executive Agencies Act No. 30 of 1997 and (Personnel Management) Regulations of 1999, as amended from time to time by the President's Office -Public Service Management (PO-PSM) and in accordance with the Public Service Act No.8 of 2002.

### **10.2 Personnel Management**

The Chief Executive is responsible for the Personnel Management of TaSUIBa staff as set out in this Framework Document and the Executive Agencies Personnel Regulations of 1999 and as laid down in the labour laws of Tanzania. He is responsible for ensuring that an equal opportunities policy is formulated and implemented. Within these parameters he may introduce such changes as are necessary to maximize the TaSUIBa's efficiency and effectiveness.

### **10.3 Staff Compliments and Relations**

The Chief Executive shall be responsible for managing the affairs of the Agency efficiently and effectively. The end result is to establish and keep up to date the TaSUIBa's staff cohesion, relations and team spirit.

The Chief Executive is required to foster good staff relations as an important aid to the achievement of the TaSUIBa's objectives, and to ensure effective communication and consultation between the staff and their Trade Union.

Staff retains the right to appeal to the Permanent Secretary on Personnel matters in the event of being dissatisfied by any decision made by the Chief Executive.

### **10.4 Staff Health and Safety**

The Chief Executive is responsible for the health and safety of TaSUIBa's staff in the working place and for complying with all relevant legislation and regulations and in this regard, shall consult with staff and their recognized Trade Union representatives on health and safety matters. Besides, the Agency will have action plan to cater for HIV/AIDS pandemic.

## **11.0 REVIEW AND PUBLICATION**

### **11.1 Review and Amendment**

From time to time, but at least an intervals not exceeding five years, a review of this document shall be undertaken by the Minister for Information, Culture and Sports, advised jointly by the Permanent Secretary, Ministerial Advisory Board and the TaSUIBa's Chief Executive. Any change shall be subject to consultation with The President's Office Public Service Management. Any change affecting personnel shall be subject to consultation

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with staff and recognized Trade Union representatives. The incorporation of changes may require the approval of the Minister for Information, Culture and Sports, Minister responsible for Public Service Management as well as approval of the Chief Secretary.

### 11.2 Publications

Amendment to order establishing TaSUBa's, including amendments to the framework document will be laid before parliament in accordance with existing practice. Copies of the framework document and further information about the Agency can be obtained from

#### The Chief Executive

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Dar es Salaam,

..... September, 2007

MUHAMMAD S. KHAMBHARI

*Minister for Information, Culture and Sports*