



Annual General Assembly

Agenda

When: Wednesday, 3rd April 2019
10:00 – 12.30

Venue: Radisson Blu Hotel & Convention
Centre, Room AD11, Kigali, Rwanda



African Arbitration Association (AfAA)

P.O.BOX 695, Nyarutarama, KG 9 Av. No. 66, Kigali, Rwanda

Tel: + 250 788 316 099

www.afaanngo

2019 ANNUAL GENERAL ASSEMBLY

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10:00 to 12:30

Radisson Blu Hotel & Convention Centre

Room AD11

Kigali, Rwanda

1. Opening of AGA / Welcome by President
2. Roll call / confirmation of quorum
3. Approval of the agenda
4. Annual reports:
 - a. President
 - b. Vice-president
 - c. Secretary General (financial report)
5. Approval of auditor for the upcoming year
6. Motions (voting for any changes to the constitution and/or statutes and by-laws, etc.)
7. Presentation of Business and Strategic Plan
8. Adjournment

Supporting documents that will be made available to all members attending the Annual General Assembly

1. Agenda
2. Financial reports
3. Other pertinent documents (list of confirmed participants, business plan and strategic plan, Constitution)

N.B. Copies of these documents will be sent via email. Please bring your own hard copies to the meeting.



Timetable

| Time | Session | Speaker |
|-----------------------------|--|--|
| 10:00 – 10:10 (10 mins) | Welcome | President of the AfAA |
| 10:10 – 10:15 (5 mins) | Roll call / confirmation of quorum | President of the AfAA |
| 10:15 – 10:30 (15 mins) | Approval of the Agenda | Attendees |
| 10:30 – 11:00 (30 mins) | Presentation of Annual Reports | a. President b. Vice-president c. Secretary General (financial report) |
| 11:00 – 11: 15 (15 mins) | Approval of auditor for the upcoming year | Attendees |
| 11:15 – 11:30 | Coffee Break | |
| 11:30 - 12.00 (30 mins) | Motions (voting for any changes to the constitution and/or statutes and by-laws, etc.) | Attendees |
| 12:00 – 12:20 (20 mins) | Presentation of Business and Strategic Plan | Daniel Chiwandamira |
| 12:20 – 12:25 (5 mins) | Adjournment | President of the AfAA |
| 12.30 | Lunch | |