



COMMUNITY ENGAGEMENT GUIDELINES

Definitions

- **Community:** Refers to collective groups of individuals who are within the location around which MUBAS is located.
- **Community Members:** Refers to residents of the community of MUBAS.
- **Engagement:** Refers to a two-way process by which MUBAS connects, relates and co-exists with its community.
- **Community Engagement:** Refers to the process by which MUBAS involves the community who are affected by the decisions it makes or who can influence the implementation of decisions.
- **Staff:** Refers to anyone employed by MUBAS.
- **Student:** Refers to a student enrolled at MUBAS in an academic program designated by the statutes or rules to be an undergraduate or postgraduate program.
- **Affiliates:** Refers to all individuals or entities associated with the University other than its staff or enrolled students. These may include but not necessarily limited to collaborators, partners, exchange students, visiting scholars, consultants, consultants and alumni.
- **Alumni:** Refers to graduates of MUBAS.

- **The University:** Has the same meaning ascribed to that expression in the University's enabling legislation (MUBAS).

Purpose

The purpose of these guidelines is to:

- Provide a structured framework for effective, transparent, and inclusive community communication and engagements;
- Establish and maintain sound and mutually beneficial relationships with community members;
- Strengthen the university's contribution to national, regional, and global development priorities, including the Sustainable Development Goals (SDGs);
- Enhance mutual trust and collaboration between the university and community members;
- Ensure that all interactions with community members align with the university's strategic vision and ethical values.

Scope

These guidelines apply to staff, students and affiliates of MUBAS.

Key Principles

All stakeholder engagements shall be guided by the following principles:

- **Mutual benefit:** MUBAS shall ensure community engagement creates value for both the university and the community.
- **Inclusivity:** MUBAS shall ensure that relevant community members, especially marginalized groups, should have the opportunity to participate in the activities of the University.

- **Transparency:** MUBAS shall undertake clear communication of objectives, expectations, and outcomes of its activities to the community.
- **Mutual Respect:** MUBAS shall ensure recognition of the value and contribution of community members.
- **Accountability:** MUBAS shall have clearly defined responsibilities and undertake regular reporting on the progress of its activities.
- **Sustainability:** MUBAS shall ensure that long-term relationships with community members are built on shared goals.

Guidelines

1. Identification and mapping of community members

To identify and manage community members, the university shall:

- Conduct an analysis of community members at the start of each project or initiative;
- Categorize community members based on their influence, interest, and relevance to university objectives;
- Maintain an updated database of community members.

2. Modes of Engagement

The engagements may take the forms of:

- **Consultations:** These shall take forms of town hall meetings, focus groups and surveys;
- **Collaboration:** This shall involve joint projects, research partnerships, and co-publications;

- **Outreach:** This shall involve public lectures, volunteer programs, policy advocacy and technical advisory roles;
- **Internships and Externships:** Student and staff placements or secondments;
- **Co-creation:** This pertains to the involvement of community members in curriculum design, research and administrative planning.

3. Formalisation of Engagements

Engagements shall be formalised through the following means:

- All formal partnerships shall be governed by written agreements such as signed contracts or Memoranda of Understanding (MoUs);
- Legal, ethical, and financial due diligence shall be carried out prior to signing the agreements;
- The agreements shall clearly outline the roles, expectations, and resource commitments of both parties.

4. Responsibilities

University Leadership: Shall conduct monitoring and evaluation, review and reporting to the University council.

Staff, Students and Affiliates: Engage the community in areas of mutual benefit as guided by the community engagement guidelines.