



NATIONAL INSTITUTE OF HEALTH AND SOCIAL STUDIES

CHARTER

Made this **25th day of August 2015** by the
Minister for Education, on the
recommendation of the Tertiary Education
Commission in accordance with section 8(2)
of the Tertiary Education Act, 2011.

MACSUZY MONDON
Minister for Education

PREAMBLE

Introduction

The National Institute of Health and Social Studies (NIHSS) is mandated to offer programmes from Certificate to Advanced Diploma level. It is also mandated to offer programmes at first degree level, in association with recognised universities.

In January 2014, the ownership of the institute was transferred from the Ministry of Education to the Ministry of Health, at the request of the latter ministry, which had embarked on a major reform of the health sector. This was recognition of the central role which the National Institute of Health and Social Studies is expected to play in the transformation and modernisation of the health service, as well as the social service sector.

Mission

The mission of the National Institute of Health and Social Studies is to provide quality education and training in health and social studies at tertiary level, in order to produce reflective, empathic, self-motivated, highly resourceful professionals, who can be at the forefront of developments in their respective fields of work.

Vision

The NIHSS will be the institution of choice for the preparation of specialists in the health and social service sectors, including those training to degree level. It will be a vital partner in the ongoing transformation of services in Seychelles, to incorporate the best that can be learned from research and global experience. NIHSS training programmes will meet the highest standards, earning the institute a reputation for excellence in the region and beyond.

Values / Ethos

The National Institute of Health and Social Studies is fully committed to modelling the following values and ensuring that they are promoted through all the activities undertaken by its staff and students,

Accountability: NIHSS believes that health and social service professionals must acknowledge that they share responsibility for the outcomes of the services that they offer to the community, and that they must strive at all times to give the best of themselves within the teams in which they operate. This call to accountability is mirrored in the expectations which NIHSS has with respect to the behaviour and performance of its staff and students.

Integrity: NIHSS recognises that practice within the health and social service professions is regulated by well-established codes of ethics and relies for its success on the strict application of set policies and procedures, the observance of moral principles, and the

uncompromising maintenance of confidentiality. Consequently, NIHSS sets high standards for its staff and students in relation to the observance of regulations and the practice of honesty, fairness and confidentiality.

Pursuit of excellence: NIHSS believes that the quality of service in the professions cannot be maintained, much less improved, if staff do not constantly engage in upgrading their knowledge and skills, and looking critically at their practice in the light of new insights. NIHSS therefore expects its staff to be au-fait with developments across the services, to adopt training approaches that encourage students to critique their own work, and to provide a model of commitment to life-long learning.

Respect: NIHSS believes that a profound respect for individuals, a tolerance of differences, and a genuine desire to experience reality from the perspective of the other person are fundamental to the delivery of services within the caring professions. The NIHSS is therefore committed to developing the emotional intelligence of its trainees, while at the same time building their confidence and their sense of self-worth.

Empowerment: NIHSS believes that the success of health and social programmes relies to a large extent on the empowerment of individuals to take the initiative in the management of the issues affecting their wellbeing, and their acknowledgement of personal responsibility in this regard. The NIHSS strives, therefore, to adopt practices that promote a pro-active approach to problem-solving and the development of life skills that graduates can model for their clients and immediate community.

Scientific rigour: NIHSS believes that a proper assessment of situations in the social field, with a view to planning an intervention, relies on the collection of objective evidence and the rigorous analysis of that evidence. NIHSS endeavours to model this approach in its internal quality assurance processes, while also promoting research by staff and students and setting high standards for this activity.

Engagement: NIHSS believes that the core of its mission is to prepare competent professionals who are adaptable and who can make a positive contribution to the services to which they are assigned from the start of their employment. NIHSS strives, therefore, to reinforce its links with the services in the planning and delivery of training, to build strong alliances with representatives of employers and professional councils, and to be more visible and engaged at community level.

Team work: NIHSS believes that collaboration among professionals who can bring different perspectives to bear on problems is vital for the success of interventions in health and social services. NIHSS therefore expects its staff to work together as a team and to be consistent in applying agreed policies and procedures, in order to project an image of unity in the pursuit of common goals.

Priorities

The NIHSS shall be focusing on the following priorities in its endeavour to reinforce its reputation as the training institution of choice for the training of health and social service cadres, and establish itself as a recognised Professional Centre, meeting the requirements of the Tertiary Education Act of 2011:

- consolidating structures for the governance of the NIHSS under its Charter
- reinforcing consultation and collaboration with the services and professional bodies
- reviewing and expanding professional training programmes
- improving the physical environment and material resources for teaching and learning
- embedding quality assurance in all NIHSS operations
- increasing the visibility of the NIHSS and its appeal to prospective candidates
- enhancing the human resource capabilities of the NIHSS
- establishing educational and training linkages/partnerships with local and international institutions.

The Charter of the National Institute of Health and Social Studies explains how the institute will be governed when it is established as a Professional Centre in 2015.

CHARTER OF THE NATIONAL INSTITUTE OF HEALTH AND SOCIAL STUDIES

Preliminary

1. Interpretation

Charter of the National Institute of Health and Social Studies

2. The National Institute of Health and Social Studies
3. Location of the National Institute of Health and Social Studies
4. Ministry responsible
5. Objects of the National Institute of Health and Social Studies
6. Functions of the National Institute of Health and Social Studies
7. Powers of the National Institute of Health and Social Studies
8. Promotion of equality of opportunity
9. Areas of study and modalities of training programmes offered
10. Procedures for developing, offering and discontinuing learning programmes
11. Fees
12. Rights and interests of learners
13. Duties of learners

Board of the National Institute of Health and Social Studies

14. Governance of the National Institute of Health and Social Studies
15. Appointment and constitution of Board
16. Functions of Board
17. Term of office of members of Board and re-appointment
18. Meetings of Board
19. Management and other committees
20. Student Council

Administration

21. Appointment of Director
22. Functions, duties and responsibilities of Director
23. Staff of the National Institute of Health and Social Studies
24. Performance of duties during incapacity of senior officers
25. Appointment of committee for the settlement of Disputes

Financial Provisions

26. Funds and resources
27. Use and disposal of funds
28. Budget / Estimates of expenditure
29. Financial reports
30. Accounts and audit

Miscellaneous

31. Appeals
32. Statutes and rules
33. Adoption and amendment of Charter

PRELIMINARY

1. Interpretation

In this Charter, unless the context otherwise requires:

- (a) 'Act' means the Tertiary Education Act (Act 12 of 2011)
- (b) 'Board' means the governing Board of the National Institute of Health and Social Studies
- (c) 'Charter' means this Charter
- (d) 'Commission' means the Tertiary Education Commission, established under Section 3 (1) of the Act
- (e) 'Director' means the Director of the National Institute of Health and Social Studies appointed in accordance with Section 30 (1) of the Act
- (f) 'financial year' means any period of twelve (12) months, beginning on 1st of January in any year
- (g) 'learner' means a person registered by the National Institute of Health and Social Studies, for the purpose of obtaining a qualification or part qualification of the National Institute of Health and Social Studies
- (h) 'lecturer' means a member of teaching staff of the National Institute of Health and Social Studies
- (i) 'management committee' means the management committee of the National Institute of Health and Social Studies
- (j) 'Minister' means the Minister of Education and 'Ministry' is construed accordingly
- (k) 'parent ministry' means the Ministry of Health
- (l) 'professional centre' has the meaning given to it by Section 2 of the Act
- (m) 'rules' means rules made under Clause 32 of this Charter. Rules are made by the Director of the PC with the approval of the Board and govern **operational matters** of the institution.
- (n) 'National Institute of Health and Social Studies' means the professional centre referred to in Clause 2 of this Charter
- (o) 'statutes' means the statutes made under Clause 32 of this Charter. Statutes are **institutional policies** adopted by a majority of two thirds of the members of the PC Board and approved by the Tertiary Education Commission which regulate the affairs of the PC including its administration and the administration of its activities.

2. The National Institute of Health and Social Studies

The National Institute of Health and Social Studies, established by the Minister of Education on behalf of the Government of the Republic of Seychelles and transferred to the Ministry of Health in January 2014, is to continue as a Professional Centre to be known as the National Institute of Health and Social Studies.

3. Location of National Institute of Health and Social Studies

The National Institute of Health and Social Studies is located at North East Point, Mahe, Seychelles.

4. Responsibility to Ministry

Subject to sections 5 (4) and 9 (1) of the Act, the National Institute of Health and Social Studies shall be responsible to the Minister of Health in the performance of its functions.

5. Objects of the National Institute of Health and Social Studies

The object of the National Institute of Health and Social Studies is to equip learners, both initial and in-service, with the knowledge and competencies to effectively discharge their responsibilities in health, allied health and social services, with a view to meeting the needs of an evolving labour market.

6. Functions of the National Institute of Health and Social Studies

The functions of the National Institute of Health and Social Studies are to:

- (a) carry out needs analyses and develop health, allied health and social studies programmes which are in conformity with the guidelines provided by the recognised authorities for those programme areas;
- (b) carry out appropriate research activities that can provide inputs for the design of training programmes;
- (c) deliver programmes referred to in paragraph (a) to learners enrolled at the National Institute of Health and Social Studies, in accordance with procedures it has established;
- (d) conduct basic research that can be applied to the delivery of health and social services, in consultation with the service areas concerned;
- (e) identify needs and offer professional development programmes for health and social service personnel in employment;
- (f) provide for the continuing professional development of all the staff of the National Institute of Health and Social Studies;
- (g) implement measures to support student learning;

- (h) collaborate with professional bodies and institutions concerned with human resource development and employment to ensure that training meets professional standards and is fit for purpose;
- (i) publish academic and other literature;
- (j) award qualifications and academic titles.

7. Powers of the National Institute of Health and Social Studies

In carrying out its objects and in the performance of its functions, the National Institute of Health and Social Studies may, subject to the provisions of the Act:

- (a) establish its own procedures for delivering learning programmes;
- (b) monitor and evaluate current policies and practices on a regular basis;
- (c) determine its own organisational structure, internal rules, the number of academic staff, research workers and administrative and other employees, their rights, duties and terms and conditions of employment, in compliance with the relevant laws;
- (d) elect governance bodies;
- (e) enrol and dismiss learners;
- (f) establish forms of cooperation with local and foreign enterprises and other organisations;
- (g) manage, use and dispose of its property;
- (h) keep data on enrolment, records of achievements, awards made to learners and other relevant matters;
- (i) keep appropriate, necessary data on its employees;
- (j) charge fees.

8. Promotion of equality of opportunity

The National Institute of Health and Social Studies shall, in the attainment of its objects, the performance of its functions and the exercise of its powers, promote equality of opportunity among learners and its employees.

9. Areas of study and modalities of the learning programmes offered

9.1 The National Institute of Health and Social Studies shall confer diplomas, certificates and other awards up to level 6 on the National Qualifications Framework in programmes related to Health and Social Studies.

9.2 The National Institute of Health and Social Studies may deliver courses or programmes beyond level 6 of the Seychelles National Qualifications Framework in association with recognised local or international universities or reputable institutions of higher learning.

9.3 The learning programmes shall be offered full time, part-time, distance, on-line or through any other mode or combination of modes, as directed by the Board, and with the consent of the Ministry.

10. Procedures for developing, offering and discontinuing learning programmes

10.1 The National Institute of Health and Social Studies shall develop programmes in accordance with approved government policy.

10.2 Learning programmes shall be developed according to needs identified by the parent ministry and communicated to the Agency for National Human Resource Development; shall meet quality assurance standards established by Seychelles Qualifications Authority, and shall be approved by the Ministry, on the recommendation of the Board.

10.3 Programmes on offer shall be discontinued on the recommendation of the Board, subject to the approval of the Ministry.

11. Fees

11.1 The National Institute of Health and Social Studies reserves the right to charge fees in accordance with Government policy and as directed by the Board.

11.2 The structure and procedure for charging such fees shall be provided for in the Statutes of the National Institute of Health and Social Studies.

12. Rights and interests of learners

12.1 The National Institute of Health and Social Studies recognises the rights and interests of learners as specified in Part 5 of the Act, in particular those relating to admission of learners (Section 34), learners' rights (Section 35), representation of learners (Section 37) and protection of learners' interests (Section 38). The National Institute of Health and Social Studies commits itself to the protection of such rights and interests by putting in place the necessary mechanisms thereof.

12.2 In order to ensure compliance with the provisions of the Act specified in sub-clause 12.1 of this Charter, the following matters shall be provided for by the regulations or policies of the National Institute of Health and Social Studies:

- (a) the conditions governing the admission of learners to the National Institute of Health and Social Studies;

- (b) the procedure to discontinue and renew studies with the National Institute of Health and Social Studies;
- (c) the procedure for retaking examinations, units or modules;
- (d) the procedure for learners to seek and obtain information from the National Institute of Health and Social Studies on matters of concern;
- (e) the power of a body representing learners to request reconsideration of decisions taken by the National Institute of Health and Social Studies on issues affecting learners, or to appeal against such decisions, and the procedure for making such requests or appeals;
- (f) alternative arrangements to be made by the National Institute of Health and Social Studies in the event that it ceases to provide a learning programme, and the procedure for making such arrangements.

13. Duties of learners

The National Institute of Health and Social Studies takes cognizance of the duties and responsibilities of learners, and in particular those specified in Section 36 of the Act, and shall take all reasonable means to ensure that:

- (a) learners fulfil their duties and responsibilities;
- (b) comply with the provisions of the Act and any other law;
- (c) observe this Charter and any Statutes and Rules emanating therefrom, as well as any other regulations of the National Institute of Health and Social Studies.

BOARD OF THE NATIONAL INSTITUTE OF HEALTH AND SOCIAL STUDIES

14. Governance of the National Institute of Health and Social Studies

The National Institute of Health and Social Studies shall be governed by a Board which shall perform the functions and exercise the powers conferred on it by this Charter and the Act.

15. Appointment and constitution of the Board

15.1 Where the Government and/or the Ministry responsible for the National Institute of Health and Social Studies has entered in strategic partnership with an international foreign tertiary education and training institution for the governance and management of the National Institute of Health and Social Studies, the membership of the governance body shall reflect the provisions of the strategic partnership for the period of the validity of the partnership.

15.2 The members of the Board shall be appointed by the Minister of Health on the recommendation of the Tertiary Education Commission.

15.3 The Board shall comprise:

- (a) members of the management and academic staff of the National Institute of Health and Social studies who shall make up not less than 40% of the members of the Board;
- (b) representatives of learners;
- (c) representatives of the health and social services sector inclusive of professional bodies, who shall make up not less than 40% of the members of the Board.

15.4 Representation of the management of the National Institute of Health Studies on the Board shall include:

- (a) the Director, who shall be the Chief Executive Officer of the National Institute of Health and Social Studies, in accordance with section 30(1) of the Act;
- (b) the Assistant Director (if necessary);
- (c) the Administrative Manager;
- (d) representatives of heads of programmes.

15.5 The Minister of Health shall appoint from among the members of the Board:

- (a) a Chairperson;
- (b) a Vice Chairperson.

15.6 For the purposes of sub-clause 15.3 (a), 'academic staff' includes programme heads, lecturers, teachers and instructors.

16. Functions of the Board

16.1 The functions of the Board of the National Institute of Health and Social Studies are to:

- (a) prepare the strategic plan of the National Institute of Health and Social Studies;
- (b) adopt and submit amendments to the Charter to the Tertiary Education Commission;
- (c) approve positions of responsibility in a manner prescribed by the Charter;
- (d) establish the procedures for the induction of staff and learners;

- (e) establish procedures for the recruitment and performance appraisal of staff;
- (f) approve and present learning programmes for approval by the Seychelles Qualifications Authority and the Tertiary Education Commission;
- (g) establish procedures for programme development and quality assurance aimed at improving the quality of education and training and related services provided by the National Institute of Health and Social Studies;
- (h) approve programmes for the promotion of applied research;
- (i) consider the Director's annual report and the annual income and expenditure estimates, and approve them;
- (j) approve rules and internal procedures of the National Institute of Health and Social Studies and documents regulating the administration of academic affairs;
- (k) establish committees as it deems fit for the purpose of assisting it to perform its functions;
- (l) manage and regulate the finances and investment of funds, and the property of the National Institute of Health and Social Studies, including intellectual property, with the approval of the Ministry of Health
- (m) inform the academic community and the public of its decisions and activities in accordance with section 29 (7) of the Act.

17. Term of Office of members of the Board and re-appointment

17.1 The term of office of the members of the Board other than *ex officio members* shall be 3 years,

PROVIDED that, where a representative of learners who is appointed as a member of the Board ceases to be a learner, by reason of having completed the learning programme for which he or she was enrolled at the National Institute of Health and Social Studies, another learner may be appointed to replace him or her as member of the Board.

PROVIDED FURTHER that, a learner appointed to replace another as a member of the Board in the circumstances described in the proviso above, shall only be appointed for the remainder of the term of the first appointed learner.

17.2 A member of the Board is eligible for re-appointment upon expiry of the term of office of that member unless disqualified or otherwise ineligible.

18. Meetings of the Board

18.1 The frequency of meetings of the Board, the quorum for, and procedure for convening such meetings shall be as provided for in the Statutes.

18.2 Subject to sub-clause 18.3 below, the Chairperson of the Board shall preside at meetings of the Board, and in his absence the Vice Chairperson shall preside.

18.3 At a meeting of the Board at which the Chairperson and the Deputy Chairperson of the Board are not present, the members present shall appoint from among themselves, a member to preside.

18.4 Except as otherwise provided by this Charter or in the Act, any matter to be determined at a meeting of the Board shall be determined by a majority of the members present and voting.

18.5 Except as otherwise provided by this Charter or in the Act, the Board shall regulate its own proceedings.

18.6 The Board shall cause to be kept, in such manner and form as the Board determines, full and accurate minutes of proceedings at its meetings.

19. Management and other Board Committees

19.1 The following Committees are established to oversee the day to day running of the National Institute of Health and Social Studies:

- (a) a Management Committee, the object of which is to manage the administrative and academic functions of the National Institute of Health and Social Studies and which shall have as its Chairperson, the Director;
- (b) an Academic Committee, the object of which is to coordinate the academic matters of the National Institute of Health and Social Studies.

19.2 Statutes shall provide for:

- (a) the membership of the committees and terms of reference of members;
- (b) meetings of such committees, including the quorum and procedure for such meetings;
- (c) any other matter relating to such committees.

19.3 The Board may, in accordance with procedures prescribed in the Statutes, establish other committees to assist it in the performance of its functions, and a committee so established shall be answerable to the Board.

20. Student Council

20.1 There is established a Students' Council to represent the learner community and to act as the main forum through which learners may express their views.

20.2 The Council shall operate under the general direction of the Board, as may be prescribed by the Statutes.

ADMINISTRATION

21. Appointment of Director

21.1 There is a Director of the National Institute of Health and Social Studies who is to be appointed by the Minister for Health, on terms and conditions of service prescribed by the Statutes.

21.2 The Director shall possess such qualifications as are prescribed by the Statutes.

21.3 If the office of the Director becomes vacant, a person may be appointed by the Minister for Health temporarily, to perform the functions of Director until a permanent appointment is made.

22. Functions, duties and responsibilities of the Director

22.1 The Director shall have overall responsibility for managing and directing the National Institute of Health and Social Studies in its education and training, administrative, financial, personnel and other activities, and in particular shall:

(a) be responsible for the matters specified in sub section 30 (3) of the Act;

(b) have such other functions as the Board may from time to time determine.

22.2 The Director may, in writing, delegate any of his or her functions to any other officer and such officer shall be answerable to the Director for the performance of those functions.

22.3 The Director shall be responsible for the general conduct and discipline of the learners and staff of the National Institute of Health and Social Studies and for enforcing compliance to provisions of the Statutes, Rules or Regulations of the National Institute of Health and Social Studies relating thereto.

23. Staff of the National Institute of Health and Social Studies

23.1 The National Institute of Health and Social Studies shall have the following staff:

(a) an Assistant Director (if necessary) appointed in accordance with section 30 (6) of the Act, who is accountable to the Director and who shall:

(i) deputise for the Director in the absence of the Director;

- (ii) assist and advise the Director;
- (iii) implement the Director's and the Board's decisions;
- (iv) teach at least 8 hours per week (theory or practical);
- (v) be responsible for the overall development and management of all programmes;
- (vi) lead on the panel of selection of students for their respective programmes;
- (vii) liaise with student support in organising extra-curricular activities;
- (viii) monitor staff attendance and performance within the institution;
- (ix) assist the Administrative Manager in organising activities for the betterment of the institution and its students;
- (x) attend Management Committee meetings;
- (xi) chair the Academic Board meetings.

(b) Heads of Programmes appointed in accordance with section 31 (1) of the Act who shall be responsible for the management of the learning programmes and the curriculum of their respective programme areas, and perform such other functions as are assigned by the Director;

(c) an Administrative Manager appointed in accordance with section 32 (1) of the Act, who shall oversee all administrative matters and who shall be responsible to the Board and the Director for the performance of the functions specified in section 32 (2) (a) to (i) of the Act;

(d) academic and professional staff, which shall include lecturers, instructors and such other staff as may be recommended by the Board, whose duties shall include those specified in section 33 (2) and (3) of the Act;

(e) and such other staff as the Board, on the advice of the Director, may recommend to the Ministry of Health as necessary for the effective functioning of the National Institute of Health and Social Studies.

23.2 The staff of the National Institute of Health and Social Studies shall be appointed by the Minister of Health, on the recommendation of the Board, in accordance with procedures prescribed by the Statutes.

23.3 The members of the staff of the National Institute of Health and Social Studies are subject to the authority of the Board, acting through the Management Committee and the Director.

23.4 The terms and conditions of employment and duties and responsibilities of the staff of the National Institute of Health and Social Studies shall be as prescribed in the Statutes.

23.5 The procedures for the recruitment of staff of the National Institute of Health and Social Studies shall be prescribed in the Statutes.

23.6 The National Institute of Health and Social Studies shall promote a culture of equality, inclusion and opportunity among its staff and to that end:

- (a) staff shall be empowered to exercise initiative and responsibility in their roles, and to achieve the highest level of competence;
- (b) the National Institute of Health and Social Studies shall undertake to foster the abilities of a diverse staff by providing fair, open and consistent promotion and development practices and procedures.

24. Performance of duties during the incapacity of senior officers

24.1 In the event of the incapacity or absence of the Director, the functions of the Director are to be performed by:

- (a) the Assistant Director (if necessary), or
- (b) in the absence of the Assistant Director, the Administrative Manager, or
- (c) in the absence of the Assistant Director and Administrative Manager, as prescribed by the Statutes.

24.2 In the event of the incapacity or absence of any senior officer, the Management Committee may appoint a suitable person to perform the duties of the incapacitated or absent officer.

24.3 For the purposes of this Clause:

- (a) 'absence' means absence from Seychelles, and
- (b) 'incapacity' means the inability, for any reason, to perform the functions of the office held.

25. Appointment of committee for the settlement of disputes

25.1 The Board shall appoint a committee for the settlement of disputes arising between the National Institute of Health and Social Studies and its employees or learners.

25.2 The Committee shall advise the Board on any matter referred to it, and the Board shall take decisions with respect to such matters in accordance with the recommendations of the committee.

25.3 The Statutes shall prescribe:

- (a) the terms of reference and tenure of office of members of the committee;
- (b) the procedure for settlement of disputes and the implementation of decisions.

FINANCIAL PROVISIONS

26. Funds and resources

Subject to section 40 (1) of the Act, funds and resources of the National Institute of Health and Social Studies may be derived from –

- (a) funds provided by the Government;
- (b) tuition and other fees;
- (c) donations and grants;
- (d) endowments;
- (e) gifts and trusts;
- (f) income from auxiliary activities such as consultancies or in-house short courses, and
- (g) such other sources as the National Institute of Health and Social Studies may determine,

but the source of such funds shall not be such as to compromise the integrity of the National Institute of Health and Social Studies or to present a conflict of interest.

27. Use and disposal of funds

The funds of the National Institute of Health and Social Studies shall be used and disposed of in accordance with the procedures prescribed by the Statutes, which shall be in conformity with the objects and functions of the National Institute of Health and Social Studies.

28. Budget / Estimates of expenditure

The Director of the National Institute of Health and Social Studies shall, not later than 2 months before the start of each financial year, submit a proposed budget/estimates of expenditure to the Board for review and for its recommendation to the Minister of Health for approval.

29. Financial reports

29.1 The Director shall submit an annual financial report to the Board for each financial year.

29.2 The Director shall, on an annual basis, produce a report on the activities of the National Institute of Health and Social Studies activities as well as an annual income and expenditure estimate to the Tertiary Education Commission in accordance with section 30(3)(g) of the Act.

29.3 The Director shall annually publish a statement of income and expenditure for the preceding year as prescribed in the Statutes, in accordance with section 42(2) of the Act.

30. Accounts and audit

30.1 The Management Committee shall cause proper books and records of account of the income, expenditure and assets of the National Institute of Health and Social Studies to be kept.

30.2 The Board shall cause the accounts of the National Institute of Health and Social Studies to be audited annually, in accordance with Article 158 of the Constitution.

MISCELLANEOUS

31. Appeals

31.1 Review of or appeals against decisions of the Board, Management Committees or other governance and management bodies or officers of the National Institute of Health and Social Studies which affect employees or learners shall be made in accordance with procedures prescribed by the Statutes.

32. Statutes and rules

32.1 The Board may make Statutes to regulate the affairs of the National Institute of Health and Social Studies, including its administration and the administration of its activities.

32.2 Statutes shall be:

(a) made by the Board by a resolution passed by a majority of two thirds of all the members present and entitled to vote at a Board meeting specifically convened for that purpose; and

(b) approved by the Ministry of Health

and may be amended or revoked in the same manner.

32.3 Notwithstanding sub-clause 32.1, operational matters of the National Institute of Health and Social Studies may be provided for by Rules made by the Director with the approval of the Board.

32.4 Rules made under sub-clause 32.3 may be amended or revoked in the same manner as they were made.

33. Amendment of the Charter

Any repeal or amendment of this Charter shall be made by the Minister for Education upon the recommendations of the Board, of which at least two-thirds will have assented to the changes. The Board shall submit its proposals for amendments through the Minister for Health and the Tertiary Education Commission.