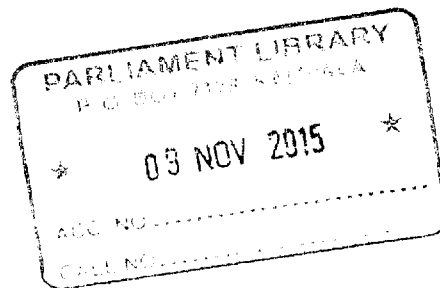




THE REPUBLIC OF UGANDA

**THE HOTEL AND TOURISM TRAINING INSTITUTE  
(HTTI) ACT, 2015.**





THE REPUBLIC OF UGANDA

I SIGNIFY my assent to the bill.

*Yoweri Museveni*  
.....  
*President*

Date of assent: *4/4/2015*.....

ARRANGEMENT OF SECTIONS

*Section*

PART I—INTERPRETATION.

1. Interpretation.

PART II—ESTABLISHMENT, FUNCTIONS AND COMPOSITION  
OF THE INSTITUTE AND BOARD OF DIRECTORS.

2. Establishment of the Institute.
3. Seal of the Institute.
4. Objects of the Institute.
5. Functions of the Institute.
6. Establishment and composition of the Board.
7. Vacation of office by Chairperson, Vice Chairperson or member of the Board.
8. Functions of the Board.
9. Meetings of the Board.

PART III—ESTABLISHMENT OF THE  
ACADEMIC BOARD AND COMMITTEES.

10. Establishment of the academic Board.
11. Functions of the academic Board.
12. Committees of the academic Board.

PART IV—PRINCIPAL AND STAFF OF THE INSTITUTE.

13. Office of Principal.
14. Office of Deputy Principal.
15. The Academic Registrar's Office.
16. Other staff.
17. Staff responsible to the Board.

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

*Section*

PART V—FINANCIAL PROVISIONS.

18. Funds of the Institute.
19. Management of funds and property of the Institute.
20. Financial year.
21. Budget Estimates.
22. Accounts and audit.

PART VI—MISCELLANEOUS PROVISIONS.

23. Contracts.
24. Service of documents.
25. Annual report.
26. Minister's powers of direction.
27. Regulations.
28. Repeal and Savings

SCHEDULE

Schedule—Meetings of the Board and related matters.



THE REPUBLIC OF UGANDA

**THE HOTEL AND TOURISM TRAINING INSTITUTE  
(HTTI) ACT, 2015.**

**An Act to provide for the establishment, constitution, administration and functions of the Hotel and Tourism Training Institute and for other purposes connected therewith.**

DATE OF ASSENT:

*Date of Commencement:*

BE IT ENACTED by Parliament as follows:

PART I—INTERPRETATION.

**1. Interpretation.**

In this Act, unless the context otherwise requires—

“Board” means the Board of Directors established under section 6;

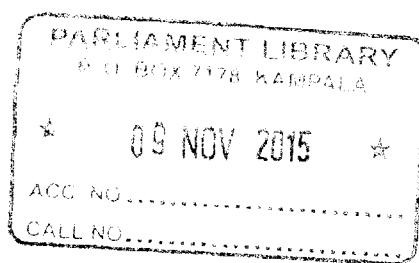
“Chairperson” means the Chairperson of the Board of Directors appointed under section 6(1)(2)(a);

“Deputy Principal” means the Deputy Principal appointed under section 14(1);

“Institute” means the Hotel and Tourism Training Institute (HTTI) established under section 2(1);

“Ministry” mean the Ministry responsible for tourism;

“Principal” means the Principal appointed under section 13(1);



**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

“Student guild” means the leadership of the student’s body of the institute;

“Training levy” means a percentage of the tourism development levy as may be determined by the Minister in consultation with the Minister responsible for Finance.

PART II—ESTABLISHMENT, FUNCTIONS AND COMPOSITION OF THE INSTITUTE AND BOARD OF DIRECTORS.

**2. Establishment of the Institute.**

(1) There is established an Institute to be known as the Hotel and Tourism Training Institute (HTTI).

(2) The Institute shall be a body corporate, with perpetual succession, a common seal and may sue or be sued in its corporate name.

(3) The Institute may, in connection with its functions, purchase, hold, manage and dispose of any property, movable and immovable, and may enter into contracts and other transactions as may be expedient and may do any act or thing as in law may be done by a body corporate.

**3. Seal of the Institute.**

(1) The seal of the Institute shall be authenticated by the signatures of the Chairperson and the Principal.

(2) A certificate signed by the Chairperson that a document was made or issued by or on behalf of the Institute shall be conclusive evidence of the document.

(3) A document issued and signed by or on behalf of the Institute, authenticated in the manner provided under subsection (1) and certified in the manner provided under subsection (2) shall be received in evidence and be deemed to be such a document without further proof unless the contrary is shown.

(4) The common seal of the Institute shall be kept in the custody of the secretary to the Board, and it shall not be affixed to any document except in accordance with a resolution of the Board.

**4. Objects of the Institute.**

The objects for which the Institute is established are—

- (a) to provide for studies, training or research in subjects relating to tourism, hotel management and catering;
- (b) to develop and enhance linkages or collaboration with stakeholders and other training institutions at both national and international level;
- (c) to develop technical, social skills and correct attitudes through a flexible research, based on practical pro – tourism curriculum;
- (d) to issue awards upon satisfactory fulfillment of curriculum examination requirements;
- (e) to strengthen the Institute’s capacity to cater for its operations, management, logistics and infrastructure development;
- (f) to manage the National curriculum on hotel and tourism training; and
- (g) to provide practical capacity building in hotel operations.

**5. Functions of the Institute.**

(1) The functions of the Institute are—

- (a) to provide full-time or part time courses of study and training in such fields of hotel and tourism learning and research as the board may direct.
- (b) to provide guidance on the national curriculum for all public and private training providers in the hotel and tourism industry;

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (c) to conduct national and other tourism and hotel examinations, grant national certificates, and other awards consistent with the national curriculum;
- (d) to organise and conduct in-service training in conjunction with key stakeholders for persons already employed in the hotel and tourism sector;
- (e) to equip students with entrepreneurial skills in hotel and tourism sector and empower them to be job creators in the sector;
- (f) to organise and conduct internship programs;
- (g) to organise tailor made courses in tourism, hospitality, hotel management and catering and to make provision for the advancement, transmission and preservation of the knowledge;
- (h) to arrange and organise conferences, seminars, workshops and study groups in its field of operation;
- (i) to consult and cooperate with anybody or organisation in or outside Uganda having similar functions to those prescribed by this Act.

(2) The Institute shall have such other functions as the Minister may from time to time by statutory instrument prescribe.

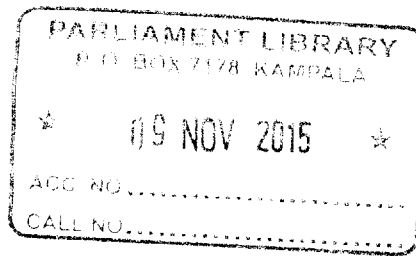
**6. Establishment and composition of the Board.**

(1) There is established a Board of Directors which shall be the governing body of the Institute.

(2) The Board shall be appointed by the Minister and shall consist of—

- (a) Chairperson
- (b) Vice Chairperson;
- (c) a representative of the tourism private sector;





**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (d) a representative of the Ministry responsible for tourism;
- (e) a representative of the Ministry responsible for Education;
- (f) a representative of the Uganda Tourism Board;
- (g) a representative of the Student's Guild;
- (h) a representative of the staff of the Institute;
- (i) a representative of the hotel and catering association of Uganda.

(3) The Chairperson of the Board shall be a person of high moral character and proven integrity with expertise and experience in hotel, tourism or education management.

(4) The Principal shall be an ex-officio member and secretary to the Board.

(5) The Minister shall in appointing the members of the Board ensure that at least one third of the members are women.

(6) Members of the Board, appointed under paragraphs (c), (f) and (i) of subsection (2) shall hold office for three years and shall be eligible for reappointment for one more term.

**7. Vacation of office by Chairperson, Vice Chairperson or member of the Board.**

(1) A person appointed by the Minister shall cease to be Chairperson, Vice Chairperson or member of the board if that person—

- (a) resigns;
- (b) is declared bankrupt;
- (c) is convicted of a criminal offence in respect of which a penalty of imprisonment of six months or more is imposed without the option of a fine;

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (d) is elected to Parliament or local government council;
- (e) is withdrawn by the nominating Ministry, Institution or body;
- (f) dies;
- (g) is removed from office by the Minister for—
  - (i) continuously and persistently being unable to discharge the functions as member of the Board;
  - (ii) inability to perform the functions of his or her office arising from infirmity of body or mind;
  - (iii) failing to disclose to the Institute any interest in a contract or proposed contract with the Institute;
  - (iv) misconduct or abuse of office;

(2) A person appointed a member of the Board may resign from his or her office by giving notice in writing to the secretary to the Board.

(3) Where a member appointed by the Minister ceases to be member other than by effluxion of time, the Minister shall in accordance with section 6 appoint another person in place of the member, and to hold office for the remainder of the term of that member.

#### **8. Functions of the Board.**

The functions of the Board shall be—

- (a) to formulate policies of and make plans for the Institute;
- (b) to supervise and control the general management and administration of the Institute;

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (c) to supervise, control and evaluate the activities of the Institute;
- (d) to establish departments, committees and courses of study;
- (e) to hold and administer the property and funds of the Institute;
- (f) to receive, on behalf of the Institute, gifts, donations, grants or other monies;
- (g) to provide for the welfare of the staff and students of the Institute;
- (h) to collaborate with other institutions of learning, within or outside Uganda, as the Board may consider appropriate;
- (i) to make bylaws governing the recruitment, the conduct and the discipline of staff;
- (j) to approve all job establishments and recruitments for the institute; and
- (k) to do any other thing that is incidental to the functions of the Institute under this Act or any other law.

**9. Meetings of the Board.**

The meetings of the Board shall be as is provided in the Schedule to this Act.

PART III—ESTABLISHMENT OF THE ACADEMIC BOARD AND  
COMMITTEES.

**10. Establishment of the academic Board.**

There is established an academic Board consisting of—

- (a) the Principal who shall be the Chairperson;
- (b) the Deputy Principal who shall be the Vice Chairperson;

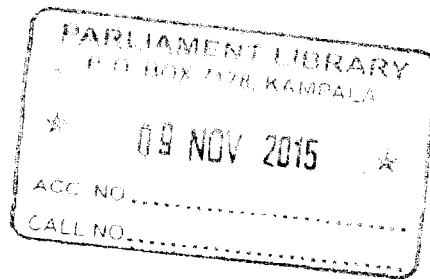
**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (c) the dean of students;
- (d) a representative of other affiliated Tourism and Training Institutions;
- (e) heads of departments of the Institute;
- (f) a representative of the Student Guild; and
- (g) the academic Registrar who shall be the secretary to the academic Board.

**11. Functions of the academic Board.**

The functions of the academic Board shall be—

- (a) to initiate proposals relating to the conduct of the institute generally and discuss any matter relating to the institution and to make submissions to the Board for its approval;
- (b) to ensure appropriate content and academic standards of any course of study in respect of any award of the Institute and report to the Board of Directors;
- (c) to determine syllabi and curricula used in respect of the courses of study offered by the Institute;
- (d) to propose standards for eligibility of persons for admission to any course of study offered or supervised by the Institute;
- (e) to propose regulations to be made by the Board regarding the conduct and supervision of examinations in any course of study offered or supervised by the Institute;
- (f) to propose names of persons for appointment of examiners and moderators of examinations offered by the Institute;
- (g) to propose regulations to be made by the Board regarding the standard of proficiency to be gained in each examination for any award;



**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (h) to decide on persons who have reached the standards of proficiency under paragraph (g) and are fit for any award;
- (i) to satisfy itself regarding the content and academic standard of any course of study in respect of any national award of the Hotel and Tourism Training Institute and report to the Board;
- (j) to initiate proposals relating to the management of National Curriculum and Examinations and make submission to Board;
- (k) to initiate, prepare, evaluate and submit to the Board the academic programs for the Institute; and
- (l) to do any other thing connected with the functions listed in this section.

**12. Committees of the academic Board.**

The academic Board may propose such number of committees as it may deem fit for the better functioning of the academic Board.

PART IV—PRINCIPAL AND STAFF OF THE INSTITUTE.

**13. Office of Principal.**

(1) There shall be a Principal appointed by the Minister on the recommendation of the Board, on terms and conditions that may be specified in the Instrument of appointment.

(2) The principal shall be a person of high moral character and proven integrity, with professional knowledge and experience in hotel, tourism and education.

(3) The Principal shall hold office for five years and shall be eligible for reappointment for only one consecutive term.

(4) The Principal shall be the chief executive officer of the Institute and shall be a full-time employee of the Institute.

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

(5) Subject to the general supervision and control of the Board, the office of the Principal shall be responsible for—

- (a) the development of academic and other Institute operational strategies, plans and programmes;
- (b) the management of the Institute resources, business, staff and students affairs;
- (c) the development and enhancement of collaborative mechanisms and linkages with all stakeholders and sector development partners;
- (d) the coordination and monitoring of academic and student development programmes;
- (e) the management and development of guidelines for examinations and awards; and
- (f) budgeting, acquisition, management and provision of accountability for the Institute funds.

(6) The Minister may, on the recommendation of the Board, terminate the appointment of the Principal for—

- (a) misbehaviour;
- (b) inability to perform the functions of the office; or
- (c) any other sufficient cause.

**14. Office of Deputy Principal.**

(1) There shall be a deputy principal who—

- (a) shall deputize the principal;
- (b) shall be appointed by the Minister on the recommendation of the Board, on terms and conditions that may be specified in the instrument of appointment;

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (c) shall qualify for appointment by virtue of his or her professional knowledge and experience in hotel, tourism and hospitality education.

(2) The Deputy Principal shall perform the functions of Principal in the absence of the Principal from office and shall perform such other duties as the Principal or the Board may direct.

- (3) Section 13(2) and (6) shall apply to the Deputy Principal.

**15. The Academic Registrar's Office.**

There shall be a Registrar appointed by the Board on such terms and conditions as the Board shall determine.

**16. Other staff.**

The Institute shall have other employees as may be determined by the Board, who shall hold office on terms and conditions that may be determined by the Board.

**17. Staff responsible to the Board.**

All members of staff, whether administrative, academic or other category of staff, shall be—

- (a) responsible to the Board through the proper administrative setup;
- (b) employed on full-time basis except where it is otherwise expressly provided in the instrument of appointment; and
- (c) appointed by the Board except where the provisions of this Act provide otherwise.

**PART V—FINANCIAL PROVISIONS.**

**18. Funds of the Institute.**

- (1) The funds of the Institute shall consist of—

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (a) amounts appropriated by Parliament;
- (b) grants from the Government;
- (c) donations that may be made to the Institute;
- (d) A training levy being a percentage of the tourism development levy, collected under section 20 of the Uganda Tourism Act, 2008, and managed in accordance with the Public Finance Management Act; and
- (e) monies that may become payable to the Institute in the discharge of its functions.

(2) The Institute shall operate bank accounts in such banks as may be determined by the Board with approval of the Accountant General.

**19. Management of funds and property of the Institute.**

(1) All funds, assets and property of the Institute shall be managed, used or expended by the Board in a manner and for purposes which, in the opinion of the Board, would promote the functions of the Institute.

(2) The Board may charge or dispose of any property of the Institute.

**20. Financial year.**

The financial year of the Institute shall be the same as the financial year of Government.

**21. Budget Estimates.**

The Board shall within three months before the end of each financial year, make and submit to the Minister for presentation to Parliament, budget estimates of the Institute for the ensuing financial year, in accordance with the Public Finance Management Act.



**22. Accounts and audit.**

(1) The Board shall keep proper books of account and shall prepare the annual financial statement of account for the immediately preceding financial year not later than three months after the end of the preceding financial year.

(2) The statement of account of the Institute shall, in respect of each year, be audited by the Auditor General or an auditor appointed by the Auditor General.

(3) The Board shall ensure that within three months after the end of each financial year, a statement of account of the Institute is submitted to the Auditor General.

(4) The Auditor General or an auditor appointed by him or her is entitled to have access to all books of account, vouchers and other financial records of the Institute and to require any information and explanation as he or she requires.

(5) The Auditor General shall audit and deliver to the Board a copy of the audited accounts together with his or her report on them not later than three months from the date of receipt of the final accounts.

(6) The Board shall, within one month from receipt of the audited accounts and the Auditor General's report on them, deliver a copy to the Minister who shall table it before Parliament.

PART VI—MISCELLANEOUS PROVISIONS.

**23. Contracts.**

(1) A contract on behalf of the Institute shall bind the Institute and its successors and all other parties to it, if made in the following manner—

- (a) if it is a contract required to be in writing and under seal, it shall be executed by the expressly authorized officer of the Institute, under the seal of the Institute;

**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (b) If it is a contract not made in writing, it shall be made orally by parole on behalf of the Institute by the expressly authorized officer of the Institute.

(2) A contract made under subsection (1) may be varied or discharged in the same manner in which it is authorised to be made.

**24. Service of documents.**

Any document may be served on the Institute by delivering it to the office or sending it by courier, registered post, telefax or electronic mail.

**25. Annual report.**

The Board shall within three months after the end of each financial year submit to the Minister a report on the activities of the Institute for that year, and the Minister shall lay it before Parliament.

**26. Minister's powers of direction.**

The Minister may give policy directions to the Board, and the Board shall comply.

**27. Regulations.**

(1) The Minister may, on the recommendation of the Board, make regulations generally for the better carrying into effect the provisions of this Act and for the better running of the Institute.

(2) Without prejudice to the general effect of subsection (1), the Minister may make regulations for the following—

- (a) prescribing diplomas, certificates and other awards which may be conferred by the Institute and for the conditions to be fulfilled before they are conferred;
- (b) for the conduct of examinations in respect of courses under this Act;

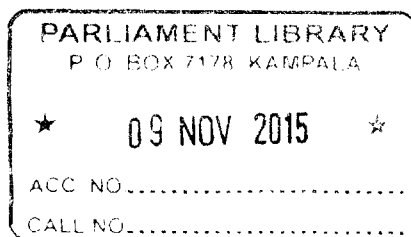
**Act**      *Uganda Hotel and Tourism Training Institute(HTTI) Act*      **2015**

- (c) prescribing fees or other payments in respect of admissions to the Institute and for sitting examinations conducted by the Institute;

**28. Repeal and Savings.**

Upon the commencement of this Act—

- (a) the rights, interests, obligations and liabilities of the public tertiary institution existing before the commencement of this Act under any contract or instrument, or at law or in equity shall by virtue of this Act, be assigned to and vested in the Institute established under this Act; and
- (b) any contract or instrument as is mentioned in paragraph (a) shall be of the same force and effect against or in favour of the new Institute and shall be enforceable.



SCHEDULE.

s. 9, 10.

MEETINGS OF THE BOARD AND RELATED MATTERS

PART I

**1. Meetings of the Board.**

(1) The Chairperson shall convene every meeting of the Board at times and places as the Board may determine, and the Board shall meet for the discharge of business at least once in every three months.

(2) The Chairperson may, at any time, convene a special meeting of the Board and shall also call a meeting within fourteen days, if requested to do so in writing by five members of the Board, and with the approval of the Minister.

(3) Notice of a Board meeting shall be given in writing to each member at least fourteen working days before the day of the meeting.

(4) The Chairperson shall preside at every meeting of the Board and in his or her absence the vice chairperson, and in the absence of both chairperson and vice chairperson, then; the members present may appoint a member from among themselves to preside at the meeting.

**2. Quorum.**

(1) The quorum for a meeting of the Board is two-thirds of the members.

(2) All decisions at a meeting of the Board shall be by majority of the votes of the members present and voting and in case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his or her deliberative vote.

**3. Minutes of meetings.**

(1) The Secretary shall cause to be recorded and kept, minutes of all meetings of the Board in a form approved by the Board.

(2) The minutes recorded under this paragraph shall be submitted to the Board for confirmation at its next meeting following that to which the minutes relate and when so confirmed, shall be signed by the Chairperson and the Secretary in the presence of the members.

**4. Power to co-opt.**

(1) The Board may invite any person who, in the opinion of the Board, has expert knowledge concerning the functions of the Board, to attend and take part in a meeting of the Board.

(2) A person attending a meeting of the Board under this section may take part in any discussion at the meeting on which his or her advice is required, but shall not have a right to vote at that meeting.

**5. Validity of proceedings not affected by vacancy.**

The validity of any proceedings of the Board or a committee of the Board shall not be affected by a vacancy in its membership or by any defect in the appointment or qualification of a member or by reason that a person not entitled, took part in its proceedings.

**6. Disclosure of interest of members.**

(1) A member of the Board who is in any way directly or indirectly interested in a contract made or proposed to be made by the Board, or in any other matter which falls to be considered by the Board, shall, as soon as the relevant facts come to his or her knowledge, disclose the nature of his or her interest at a meeting of the Board.

(2) A disclosure made under subparagraph (1) shall be recorded in the minutes of that meeting.

(3) A member who makes a disclosure under subparagraph (1) shall not—

- (a) be present during any deliberation of the Board with respect to that matter; or
- (b) take part in any decision of the Board with respect to that matter.

(4) For purposes of determining whether there is a quorum, a member withdrawing from a meeting or who is not taking part in a meeting under subparagraph (3) shall be treated as being present.

**7. Board may regulate its procedure.**

Subject to this Act, the Board may regulate its own procedure or any other matter relating to its meetings.

Part II

**MEETINGS OF THE ACADEMIC BOARD AND RELATED MATTERS**

**1. Meetings of the academic Board.**

(1) The academic Board shall meet for the discharge of its functions at least four times in the academic year of the Institute.

(2) Meetings of the academic Board shall be held at a place to be determined by the Principal at the time of calling a meeting.

(3) The Principal may at any time call a meeting of the academic Board and shall call a meeting within fourteen days after receipt of a requisition for that purpose addressed to the Principal and signed by not less than six members of the academic Board.

(4) The Principal shall preside at all meetings of the academic Board, and in the absence of the Principal, the Deputy Principal shall preside; and in the absence of both the Principal and Deputy Principal, the members present and constituting a quorum shall elect a temporary Chairperson from their number.

**2. Quorum.**

(1) A half of the members shall form a quorum of the academic Board at any meeting of the academic Board.

(2) Any question before the academic Board shall be decided by a simple majority of the members present and voting; and in case of equality of votes, the person presiding shall have a casting vote.

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**History:** Act 14/1998.

**Cross References**

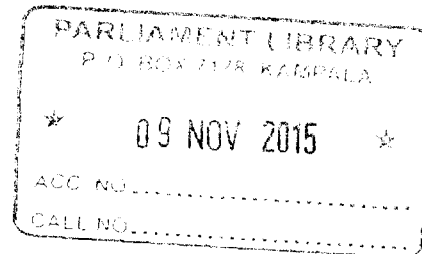
Public Finance Management Act, 2015, Act No. 3 of 2015

Stamps Act, Cap. 342.

Uganda Tourism Act, 2008, Act No. 2 of 2008



THE REPUBLIC OF UGANDA



This printed impression has been carefully compared by me with the bill which was passed by Parliament and found by me to be a true copy of the bill.

.....  
*[Signature]*  
Clerk to Parliament

Date of authentication: ..28<sup>th</sup>/OCT/2015