

GOVERNMENT NOTICE NO 448T published on 30/6/2023

THE TANZANIA AGRICULTURAL RESEARCH INSTITUTE ACT,
(CAP. 51)

REGULATIONS

(Made under section 36(1) and (2))

THE TANZANIA AGRICULTURAL RESEARCH INSTITUTE
REGULATIONS, 2023

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THE TANZANIA AGRICULTURAL RESEARCH INSTITUTE ACT,
(CAP. 51)

REGULATIONS

(Made under section 36(1) and (2))

THE TANZANIA AGRICULTURAL RESEARCH INSTITUTE
REGULATIONS, 2023
ARRANGEMENT OF REGULATIONS

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Tanzania Agricultural Research Institute Regulations, 2023.
- Application 2. These Regulations shall apply in Mainland Tanzania.
- Interpretation 3. In these Regulations, unless the context otherwise requires-
- Cap. 51 “Act” means the Tanzania Agricultural Research Institute Act;
 “agricultural and allied scientific discoveries” means the process or product of successful scientific inquiry;
 “agricultural research project” means a scientific intervention that is carefully planned with a specific timeframe aimed to address agricultural constraints along a commodity value chain that include production, value addition, marketing, consumption and utilization;
 “Board” means the Tanzania Agricultural Research Institute Board established under the Act;
 “information” means processed and analysed data which might be presented in different format;
 “public institution” means any research institution, established under the Universities Act or any other written law;
 “practicing certificate” means an official document which shows that a person has necessary qualification to work as an agricultural research service provider;

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- “registration certificate” means an official document stating that a person or firm has provided all necessary information for an Institute’s official records;
- “researcher” means a person who carries out academic or scientific research aimed at discovering or verifying of facts for benefits to society;
- “research products” means research technologies and innovations such as good agricultural practices, seeds, value added products, decision support tools, recipes, scientific protocols and any other related products;
- “services” means provision of services such as consultancy, training, laboratory services, machinery hire, estate leasing and any other related services;
- “seed” means part of plant which is or is intended to be used for propagation and includes any true seed, any vegetative material including seedlings, corm, cutting, bulbs, bulbils, root, runner, scion, set, split, stem, stock, stump, sucker or tuber so used or intended to be used;
- “seed dealer” means producers, importers, exporters, processors, sellers, distributors of seeds and owners of seed testing laboratories or any other person dealing with seeds; and
- “technologies” means use of improved techniques in agriculture with the aim of improving agriculture productivity including use of new improved varieties, new agronomic practices.

PART II
REGISTRATION OF AGRICULTURAL RESEARCH SERVICE
PROVIDERS AND RESEARCH PROJECTS

*(a) Registration of Agricultural Research Service
Providers*

Registration of
research
service
providers

4.-(1) An application for registration as an agricultural research service provider shall be made to the Institute by filling Form No. 1A as set out in the First Schedule.

(2) The application referred to under subregulation (1) shall be accompanied by-

- (a) proof of payment of non-refundable application fee as prescribed in the Second Schedule;
- (b) curriculum vitae;
- (c) recent electronic passport size photograph;
- (d) letter of affiliation, where applicable;

- (e) certified copies of academic certificates;
- (f) certificate of incorporation, where applicable; and
- (g) any other document or information as the Institute may require.

Determination of application

5.-(1) The Institute shall, within thirty days from the date of receipt of an application referred to under regulation 4, determine the application, and where-

- (a) the application has been accepted, inform the applicant in writing to pay registration fee as prescribed in the Second Schedule; or
- (b) the application is rejected, the Institute shall, within twenty-one days from the date of determination, inform the applicant in writing with the reason thereof.

(2) Upon payment of registration fee, the applicant shall be registered, issued with practicing certificate in manner prescribed in Form No. 1B of the First Schedule.

(3) Practicing certificate issued under subregulation (2), shall be valid for a period of three years and subject to renewal.

(4) A holder of a practicing certificate shall display the certificate in a conspicuous place at the place of practice, and such certificate shall not be transferable.

(5) If an application is rejected due to an error or omission which may be rectified, an applicant may resubmit the application subject to such terms and conditions as may be directed by the Institute.

Register of agricultural Research service providers

6.-(1) The Institute shall maintain a register of agricultural research service providers in the manner provided for in Form No. 1D set out in the First Schedule.

(2) For the purpose of updating the register, a registered agricultural research service provider shall notify the Institute of any change of his particulars entered in the register.

Renewal of practicing certificate

7. A registered agricultural research service provider shall, after three years and on payment of the fee prescribed in the Second Schedule, renew the practicing certificate.

(b) Registration of Agricultural Research Projects

Procedure for registration

8.-(1) Save for research projects which are developed and implemented jointly by the applicant and the Institute, a

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and selection
of themes for
agricultural
research
projects by
researchers in
private sector

registrant who intends to carry out a research project shall submit his application to the Institute in the manner specified by Form No. 1E set out in the First Schedule.

(2) A foreign researcher shall, in addition to the requirements specified in subregulation (1), submit the following information:

- (a) name and letter of a local registered researcher with whom the foreign researcher shall jointly carry out the research project;
- (b) proof of payment of a non- refundable application fee as prescribed in the Second Schedule;
- (c) a detailed research proposal;
- (d) a project financing support evidence;
- (e) curriculum vitae of a principal investigator; and
- (f) any other document or information as the Institute may require.

Scrutiny of a
proposal

9.-(1) A research project proposal shall be scrutinised to ascertain whether the project meets the intended objectives, methodologies, outputs and other scientific research standards.

(2) The scrutiny of proposals shall be undertaken by the National Agricultural Research Ethics Committee and after being satisfied that the proposal meets the requirement, it shall be registered.

(3) In case the proposal is rejected, the applicant shall be notified in writing with the reasons thereof.

(4) The Institute shall, after registration of research project, issue an ethical clearance certificate to the applicant as prescribed in Form No. 1F set out in the First Schedule, and a copy of the certificate shall be submitted to the relevant authority responsible for coordination of research in the country for issuance of research permit.

(5) Save for research projects which are developed and implemented jointly by the applicant and the Institute, a researcher whose research project has been issued with research permit under subregulation (4) shall pay project registration fee as prescribed in the Second Schedule.

(6) Upon payment of the project registration fee under subregulation (5), the Institute shall issue an introductory letter to the respective authority where the project is to be carried out.

(7) A researcher who intends to amend the original research project shall, upon sufficient reasons submitted in writing, request the Institute for approval to make amendments.

Extension of
time

10.-(1) A researcher who intends to extend scope or fails to complete the research project within the time specified in the research proposal shall, with sufficient reasons, apply to the Institute for an extension of time as prescribed in Form No. 1G in the First Schedule.

(2) An application for extension of time to conduct application research project shall be accompanied with a proof of payment of fees provided for in the Second Schedule.

(3) Upon satisfaction with the reasons provided by the researcher, the Institute shall grant extension of time as prescribed in Form No. 1H set out in the First Schedule.

(4) Where the application is refund, the Institute shall, within seven days, notify the applicant in writing stating the reasons for such refusal.

Register of
agricultural
Research
project

11.-(1) The Institute shall maintain a register of agricultural research project in the manner provided for in Form No.1I set out in the First Schedule.

(2) For the purpose of updating the register, a researcher shall notify the Institute of any change of particulars entered in the register.

Research
project by
University or
research
Institute

12.-(1) A University or research Institute shall not be required to make an application for registration of agricultural research project carried out.

(2) Notwithstanding the provisions of subregulation (1), University or research Institute shall submit to the Institute a list of agricultural research projects carried out and summary of findings thereof after every six months, or as may be determined by the Institute.

Submission of
research
reports

13.-(1) A holder of a research permit shall submit to the Institute-

- (a) an annual progress report;
- (b) a final project report within six months from the date of completion of the research project; and
- (c) any other report or findings in such manner and at such times as the Institute may direct.

(2) A holder of a research permit who contravenes the provisions of subregulation (1) commits an offence.

PART III
AGRICULTURAL RESEARCH DATA AND INFORMATION

Data archiving
and security

14.-(1) The Institute shall be the custodian of all agricultural research data and information related to agricultural research and may on request, share such data or information with a third party.

(2) A person shall not share agricultural research data that is classified as confidential or secret data without prior permission sought and obtained from the Institute.

(3) A person who contravenes or fails to comply with this regulation commits an offence and shall, on conviction, be liable to a fine of not less than five million shillings but not exceeding ten million shillings or imprisonment for a term of two years or to both.

Establishment
of centralized
database
system

15.-(1) The Institute shall establish a centralised database system for archiving research projects data.

(2) A researcher shall deposit data at the centralised database of the Institute.

(3) The Institute shall store research projects data in the central data base without changing the names of variables of the existing datasets.

(4) The Institute shall be responsible for ensuring the security of data and information stored, through the use of data security methods.

(5) The Institute shall charge data access fee as prescribed in the Second Schedule to these Regulations.

(6) A person who contravenes or fails to comply with this regulation commits an offence.

PART IV
AGRICULTURAL RESEARCH DEVELOPMENT FUND

Use of
Agricultural
Research
Development
Fund

16. Subject to section 26 of the Act, the monies deposited in the Development Fund shall be used for financing-

- (a) strategic research;
- (b) seed multiplication and deployment for strategic crops;
- (c) human capacity development on specialised skills and emerging cutting-edge sciences;
- (d) research infrastructure and facilities;
- (e) commercialisation of research products for strategic interventions; and

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- (f) any other intervention relevant to research and development related to agricultural research.

Establishment of
Committee

17.-(1) The Agricultural Research Development Fund shall be managed by a Committee which shall be comprised of-

- (a) the Director responsible for research from the Ministry who shall be a Chairperson;
- (b) a representative from the Ministry responsible for Finance;
- (c) the Director responsible for crop development from the Ministry of Agriculture;
- (d) a representative from the Ministry responsible for Local Government Authorities; and
- (e) a member representing high learning Institution responsible for agriculture.

(2) The Director General shall serve as Secretary to the Committee.

(3) The committee shall regulate the procedure relating to its meetings.

(4) The Institute shall serve as a Secretariat to the Committee.

(5) Members of the Committee under subregulation (1) shall serve for a term of three years which may be extended for one further term.

Functions of
Committee

18. Functions of the committee shall be to-

- (a) receive, deliberate and make recommendations to the Board on annual budget;
- (b) review progress reports;
- (c) ensure that monies deposited into the Fund are used to achieve the objectives of the Fund;
- (d) ensure that the operations of the Fund are exercised in an economical and efficient manner;
- (e) oversee mobilization of funds and recommend on new sources of funds; and
- (f) carry out any other related function as the Committee considers appropriate.

Accounts and
Audit of Fund

19.-(1) The Institute shall cause to be kept and maintain a separate bank and books of accounts with respect to:

- (a) all sum of money received and expended by the Fund;
- (b) income and expenditure statement of the Fund; and
- (c) the books of the accounts of the Fund shall form

part of the Institute accounting system and be audited at the end of each financial year by the Controller and Auditor-General.

(2) The Institute shall set aside an amount not exceeding five percent of the annual collection for administration of the Fund.

**PART V
COMPLAINTS HANDLING PROCEDURE**

Lodging of
complaints

20.-(1) A person who is directly or indirectly aggrieved by the professional misconduct of a registered agricultural service provider, may lodge a complaint with the Institute.

(2) Without prejudice to subregulation (1), the Institute may, on its own motion, or upon receipt of information in relation to allegation of professional misconduct in respect of a registered agricultural service provider, initiate inquiry against a person whose conduct is being complained of.

(3) The Institute shall, after receiving a complaint-

(a) record the complaint against the name of the respondent concerned as it appears in the register; and

(b) peruse and analyse the complaint received in order to determine whether there is a breach of any professional conduct.

(4) The Institute may, after consideration of the complaint referred to under subregulation (3)-

(a) form an inquiry committee, where is of the opinion that, there is a breach of professional conduct; or

(b) reject the complaint, where is of the opinion that, the complaint does not constitute professional misconduct.

(5) An Inquiry Committee shall consist of not less than three and not more than five members.

(6) The Inquiry Committee may, after prior consultation with the Institute, co-opt any person with prerequisite qualifications that may assist in arriving at fair and just determination of the inquiry.

(7) Save where the Inquiry Committee is prevented by a sufficient cause, inquiry proceedings shall be determined within a period of sixty days from the date of its commencement.

Rejection of

21. The Institute may reject a complaint which-

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complaints

- (a) is made orally;
- (b) made in writing but not supported with evidence; or
- (c) the subject matter of which is the same as that of a complaint that has previously been made by the same complainant and resolved in accordance with these Regulations.

Limitation of time

22.-(1) Except as provided in subregulation (2), a complaint shall be lodged not later than twelve months after-

- (a) the date on which the matter constituting the subject of the complaint occurred; or
- (b) the date on which the matter which is the subject of the complaint came to the notice of the complainant.

(2) The time limit in subregulation (1) shall not apply where the Institute, upon written application by the complainant, is satisfied that the complainant had good cause for not lodging the complaint within time.

Appearance of parties.

23. (1) The Inquiry Committee shall, before commencement of hearing, notify the parties in writing of the day, date, time and place at which the inquiry shall be held.

(2) An appearance before the Inquiry Committee may be made by the party in person, representative, recognised agent or advocate appointed to act in that behalf:

Provided that, where the circumstances so justify, the Institute may require appearance to be made in person.

(3) The Inquiry Committee may, where the circumstances of the matter so require, direct an inquiry to be held *in camera*.

Service of charge

24.-(1) The Inquiry Committee shall, subject to the provisions of regulation 20(4)(i) prepare a charge and issue a notice to the agricultural service provider stating the date, time and place where inquiry shall be held.

(2) The notice and the charge shall be served on the agricultural service provider or his representative by hand, registered post or electronic communication at his address within fourteen days prior to the date of inquiry.

(3) The notice and the charge shall be as prescribed in the Third Schedule.

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Hearing of
complaint

25.-(1) The Inquiry Committee shall, on the commencement of the hearing proceedings read over the charges to the agricultural service provider and record the plea.

(2) Where the registered agricultural service provider has entered a plea of not guilty, the Inquiry Committee shall, call upon the complainant to adduce evidence in support of the allegations, or where the Inquiry Committee determines otherwise, read over the evidence filed by the complainant and require the defence to be entered thereto.

(3) Where a registered agricultural service provider fails to appear at the inquiry or make his defence without reasonable excuse and the Inquiry Committee is satisfied that a notice was duly served, the Inquiry Committee may proceed with the inquiry in his absence.

(4) The Inquiry Committee may summon any witness and require any person to produce any document in his possession for the purpose of the inquiry.

Findings and
recommendations

26.-(1) The Inquiry Committee shall, within thirty days from the date of receiving the complaint, determines the complaint and record the findings and recommendations.

(2) The Inquiry Committee shall submit findings and recommendations to the Institute within fourteen days after the conclusion of the inquiry.

Decision of
Institute

27.-(1) The Institute may, upon receipt of the findings and recommendations of the Inquiry Committee and where the charges are proved-

- (a) cancel registration of agricultural service provider;
- (b) order suspension of the registered agricultural service provider from practice for such period as the Institute may consider necessary, provided that, such time of suspension shall not exceed two years; or
- (c) warn, censure or otherwise reprimand the registered agricultural service provider.

(2) The Director General shall, within seven days after the decision of the Institute, communicate the decision to parties stating the reason thereof.

(3) The decision made by the Institute shall be in force and take effect from the date on which is made.

(4) A holder of certificate of registration as agricultural service provider whose registration is cancelled in terms of this regulation shall, within seven days, return the certificate to the

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Institute.

(5) Notwithstanding the generality of the foregoing provisions, the Institute may suspend a registered agricultural service provider from practice pending determination of a complaint.

Record of proceedings

28. Proceedings of the Inquiry Committee shall be recorded in writing or in any other form of recording, and may be taken by a person appointed by the Institute for that purpose and shall be kept as true records of the Inquiry:

Provided that, in deliberation held *in camera*, the members present shall determine a mode of taking proceedings.

Appeal to Minister

29.-(1) Subject to the provisions of the Act, a person who is aggrieved by the decision of the Institute may, within twenty-one days from the date of receipt of copy of the decision, appeal to Minister.

(2) An appeal to the Minister shall be made in writing and shall contain-

- (a) date, name, address and signature of the appellant;
- (b) statement in prescribed form explaining the application, grounds of appeal and reliefs sought; and
- (c) any other information or document as the appellate authority may specify in that behalf.

Lodging of appeal

30. The appellant shall, within seven days after lodging appeal, serve copies on the respondent and other parties to the original proceedings, if any.

Proof of service of documents

31. Where any document is required to be served on any person, such document may be sent by hand or registered post.

Powers of Minister on appeal

- 32.** The Minister may, in dealing with an appeal-
- (a) confirm, reverse or vary the decision of the Institute;
 - (b) remit the proceedings to the Institute with such directions as may be appropriate;
 - (c) order the Institute to conduct fresh proceeding; and
 - (d) make any necessary incidental or consequential order as situation may require.

PART VI
MISCELLANEOUS PROVISIONS

Seed
deployment
and
multiplication

33. For the purpose of improving agricultural productivity, the institute may-

- (a) multiply, distribute and sell all classes of seeds produced by the Institute; or
- (b) enter into agreement with seed dealers and grant them the rights of accessing and use the protected varieties by paying royalties.

National
Agricultural
Research
Consultative
Forum

34.-(1) The National Agricultural Research Consultative Forum shall conduct its affairs in accordance with the procedures provided for in the Fourth Schedule.

(2) The Institute shall finance activities of the Forum.

General
penalty

35. A person who commits an offence under these Regulations to which no specific penalty is provided shall, on conviction, be liable to a penalty prescribed under the Act.



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL RESEARCH INSTITUTE (TARI)



FORM NO. 1A

FIRST SCHEDULE

(Made under regulation 4(1) and (2))

FORMS

APPLICATION FOR REGISTRATION AS AGRICULTURAL RESEARCH SERVICE PROVIDER

1. Full Name of an Individual or Organisation
2. Nationality.....
3. Country of Residence.....
4. Village/Street.....Ward.....
Town/City.....District.....Region.....
5. Physical address.....
6. Phone No.....Email address.....
7. Institutional Affiliation (public/private)
8. Referees' names and addresses (two referees preferably one of whom must be based in Tanzania)
 - i.
 - ii.
9. Professional Society Membership (if any):
 - i.
 - ii.

Attach
passport
size
photograph

DECLARATION

I/we declare that all information provided herein above are true to the best of my/ our knowledge.

Name.....

Designation.....

Signature.....

Signed on this day..... of.....20.....

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Attach the following: *Receipt of application fee, curriculum vitae; letter of affiliation, where applicable, certificate of incorporation, where applicable, certified academic certificate, a copy of National ID (for Tanzanian citizen only) or Passport.*



**THE UNITED REPUBLIC OF
TANZANIA
MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)**



FORM NO. 1B

(Made under regulation 5(2))

**PRACTICING CERTIFICATE FOR AN AGRICULTURAL RESEARCH
SERVICE PROVIDER**

This is to certify thathas been granted
(new/renewal) a practicing certificate as an agricultural research service provider
within Mainland Tanzania with effect from.....day of.....20..... and shall
expire on day of.....20.....

Signed and sealed for and on behalf of the Institute:

Director General

Signature.....

Signed on this day.....of20.....





**THE UNITED REPUBLIC OF
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MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)



FORM NO. 1D

(Made under regulation 7(1))

REGISTER OF AGRICULTURAL RESEARCH SERVICE PROVIDER

S/N	NAME	NATIO NALITY	REGISTR ATION NUMBER	DATE OF REGISTR ATION	AREA OF SPECIALIS ATION	INSTITUT IONAL AFFILIATI ON	PHYSI CAL ADDR ESS	PHON E NUMB ER	EMAI L ADDR ESS



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL RESEARCH INSTITUTE (TARI)



FORM NO. 1E

(Made under regulation 8(1))

APPLICATION FOR REGISTRATION OF AN AGRICULTURAL RESEARCH PROJECT

1. Researcher(s) details

Note that for projects involving foreigners, there must be at least one co-researcher who is a citizen of Tanzania

Particulars of a Principal Investigator

- (a) Name
- (b) Institutional affiliation.....
- (c) Postal address
- (d) Physical address
- (e) Email address.....
- (f) Telephone/mobile phones.....
- (g) ID No.....
- (h) TIN No (for citizen)

Particulars of Co-Researcher*

- (a) Names of co-researcher
- (b) Institutional affiliation.....
- (c) Postal address
- (d) Physical address
- (e) Email address.....
- (f) Telephone/mobile phones.....
- (g) ID No.....
- (h) TIN (for citizen)

*Complete and attach particulars for all Co-researchers

2. Project details

- (a) Title of the project
(Attach three copies of the research project document together with a project summary or executive summary of the project)
- (b) Locations of the research (mention all places at District level)
- (c) Project budget.....

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- (d) Source of funds.....
- (e) Duration of the research project.....
- (f) Date of commencement of the research project.....
- (g) Date of completion of research project.....

DECLARATION

I/we declare that all information provided herein above are true to the best of my/our knowledge.

Name of Principal Investigator.....

SignatureDate.....

Name of Co-Researcher
(Must fill this part if Principal Investigator is a foreigner).

Signature Date.....

Attach the following:

Receipt of application fee, a detailed research proposal, a project financing support, evidence, evidence of affiliated local registered researcher, where applicable, curriculum vitae of a principal investigator; and copies of certificates of registration whereas foreign applicants in addition should attach letters of commitment and copies of registration certificates from their Co-researchers



THE UNITED REPUBLIC OF
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TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)



FORM NO. 1F

(Made under regulation 9(4))

**ETHICAL CLEARANCE CERTIFICATE TO CONDUCT AN
AGRICULTURAL RESEARCH PROJECT**

This is to certify that M/S.....has been granted with ethical clearance on this day.....of.....20..... to conduct an agricultural research project titled general objective of the project study area.....start date..... end date.....

Signed and sealed for and on behalf of the Institute:

Director General.....

Signature.....

Signed on this day.....of20.....





**THE UNITED REPUBLIC OF
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MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)



FORM NO. 1G

(Made under regulation 10(1))

**APPLICATION FOR EXTENSION OF TIME OF AN AGRICULTURAL
RESEARCH PROJECT**

Full name.....
Physical Address.....
Email Address.....
Phone Number

Extension of research period fromto

Project title.....
General objective of the
project.....
Project registration number.....
Research study area(s).....
Justification for extension of research period
.....
.....
.....

Additional budget, if any (USD/TZS)

Signature of the applicant..... Date.....



**THE UNITED REPUBLIC OF
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MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)



FORM NO. 1H

(Made under regulation 10(3))

**CERTIFICATE FOR EXTENSION OF TIME OF AGRICULTURAL
RESEARCH PROJECT**

This is to notify that M/S.....has been granted/ not granted by the Institute an extension of (Months) to conduct a project titled.....with registration No..... effective from this dayof.....20.....

Signed and sealed for and on behalf of the Institute:

Name.....

Designation.....

Signature.....

Signed on this day of20....





**THE UNITED REPUBLIC OF
TANZANIA**
MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)



FORM NO. II

REGISTER OF AGRICULTURAL RESEARCH PROJECTS

(Made under regulation 11(1))

S/N	PROJ ECT TITL E	PROJE CT ID NUMB ER	PROJE CT OBJEC TIVE	NAME OF PRINC IPAL INVES TIGAT OR	RESE ARCH AREA	DATE OF COM MENC EMEN T	DAT E OF COM PLET ION	STUD Y AREA	BUDGE T (USD)	FINA NCIN G AGEN CY	STAT US



**THE UNITED REPUBLIC OF
TANZANIA**
MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)



SECOND SCHEDULE

(Made under regulations 4(2, (3)), 6, 8(2), 9 (5), 10(2) and 15(5))

FEE STRUCTURE

S/N.	Item	Unit of Period	Fee for Local Researcher (TZS)	Fee for Foreign Researcher (USD)
1.	Application fee of registration of agricultural research service provider	Once	20,000	100
2.	Registration of agricultural research service provider	Once	300,000	300
3.	Fee for renewal of practicing certificate	After every three Years	100,000	150
4.	Application fee for registration of research project	once	20,000	100
5.	Registration of Agricultural Research Projects	Per project	2% of the total project budget	2% of the total project budget
6.	Fee for extension of time of a research project	Per project	20,000	100
7.	Data access	Once	500,000	1000



**THE UNITED REPUBLIC OF
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TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)**



THIRD SCHEDULE

(Made under regulation 24 (3))

NOTICE

Prof/Dr/Mr/Mrs/Miss of(insert address).

Take notice that I intend to institute inquiry proceedings against you. A copy of the charge is enclosed herewith.

You are required to state in writing the grounds upon which you rely to exculpate yourself and your representations should reach me within fourteen days from the date you receive this notice.

Take further notice that if your representations do not reach me within the time specified above, I will proceed with the inquiry proceedings without any further notice to you.

Date:

.....
Signature of Chairperson of
Inquiry Committee

I certify that I have received a copy of this Notice.

Date:

.....
Signature of Agricultural
Service Provider



**THE UNITED REPUBLIC OF
TANZANIA
MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)**



CHARGE

(Made under regulation 24 (3))

STATEMENT OF OFFENCE

Offence: contrary to regulation
.....

PARTICULARS OF OFFENCE

Prof/Dr/Mr/Mrs/Miss..... of P.O. Box (name of town)
being an agricultural service provider, on the day of
(month) (year) did

Date:

.....
Signature of Chairperson of
Inquiry Committee



**THE UNITED REPUBLIC OF
TANZANIA**
MINISTRY OF AGRICULTURE
TANZANIA AGRICULTURAL
RESEARCH INSTITUTE (TARI)



FOURTH SCHEDULE

(Made under regulation 34(1))

National Agricultural Research Consultative Forum Procedures

- | | |
|--|--|
| Procedure to regulate affairs of Forum | <p>1. The Forum shall have the mandate to regulate its own procedure and conducts of its business in accordance with TARI Act.</p> |
| Vice Chairperson | <p>2. Members of the forum shall, in their first meeting elect one of the members present to be the Vice-Chairperson of the Forum and shall, subject to his continuing being a member holding the office for a term of three years from the date of election, and shall be eligible for re-election for one more term</p> |
| Conflict of Interest | <p>3.-(1) A member who is present at a meeting of the Forum or a Committee of the Forum at which a matter is the subject of consideration, and in which matter that person or that person's relative or associate is directly or indirectly interested in a private capacity shall, as soon as is practicable after the commencement of the meeting, disclose the conflict of interest and shall not, unless the Chairperson of the Forum or Committee otherwise directs, to take part in any consideration or discussion of, or vote on, any question relating to that matter.</p> <p>(2) A disclosure of conflict of interest made under this paragraph shall be recorded in the minutes of the meeting at which the disclosure is made</p> |
| Tenure of office of members of Forum | <p>4.-(1) A member shall, unless his appointment is terminated by the appointing authority or ceases in any other way to be a member, hold office for the period of three years and shall be eligible for re-appointment for one more term.</p> <p>(2) Any member appointed under the Act may at any</p> |

GN NO. 448T (Contd)

time resign from office by giving notice in writing to the appointing authority and from the date specified in the notice or, if no date is so specified, from the date of the receipt of the notice by the appointing authority, he shall cease to be a member.

(3) A member appointed by virtue of his office, his membership shall automatically cease once he is transferred from that particular office or he no longer holds the position which enabled him to be appointed as a forum member.

Alternative members

5. The Minister shall, where there is a vacancy in the membership of the Forum before the expiry of the term of office, appoint another person to replace the member who vacates office, but that person shall only hold office for the remainder of the term.

Meetings and procedures of Forum

6.-(1) The Chairperson shall preside at all meetings of the Forum.

(2) Where at any meeting of the Forum the Chairperson is absent, the Vice- Chairperson shall preside.

(3) In the absence of the Chairperson and Vice-Chairperson, any other member may be elected as Chairperson by members present for the purpose of that meeting.

Quorum for meeting

7.-(1) The quorum at any meeting of the Forum shall be at least half of the total number of members.

(2) Decisions of the Forum shall be arrived by majority, except in the case of disagreement the decision shall be by vote, and where the votes tally, the chairperson shall have a veto.

Reports of Forum meetings

8.-(1) At any meeting of the Forum the Secretariat shall take notes and prepare a report which shall be read and confirmed or amended with resolutions by the Forum. The report shall immediately be submitted to the Director General for the implementations in accordance to section 12 of the Act.

(2) The Director General shall implement such resolutions of the Forum and prepare a report to be submitted at the next meeting of the Forum for discussion, assessment and deliberations.

Vacancies not invalidate proceedings

9. The validity of any act or proceedings of the Forum shall not be affected by any vacancy amongst its members or by any defect in the appointment of any of them.

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Notices or
directions

10. All notices or other documents issued by or on behalf of the Forum shall be signed by:

- (a) the Chairperson; or the Secretary or any officer or officers of the Forum authorised in writing in that behalf by the Secretary.
- (b) a meeting of the Forum, the Chairperson upon giving notice of not less than fourteen days, shall be called if one third of the members so request in writing, except that if the urgency of a particular matter does not permit the giving of notice, a special meeting may be called upon giving a shorter notice.

Dodoma,
....., 2023

HUSSEIN MOHAMED BASHE
Minister for Agriculture