

Guideline for Utilization of Kenya Office Owned Property

The following Guideline details the rules that must be followed in the utilization of property owned by Kenya Office, Nagasaki University Institute of Tropical Medicine (hereinafter referred to as “Kenya Office”).

1. Property owned by “Kenya Office” refers to the vehicles, boats, laboratories, and meeting room;
2. The following shall be entitled to use the property owned by the “Kenya Office”;
 - ① Faculty members of Nagasaki University;
 - ② Visiting Researchers and Collaborative Researchers of Nagasaki University who are conducting collaborative research with Faculty members of Nagasaki University;
 - ③ Those whom the Chief Representative of Kenya Office approves under special circumstances.
3. Those who require to use Nagasaki University property shall apply for its use to the Chief Representative of Kenya Office using the attached application form. They shall submit the said application form or send the information as in the application form via email to the Chief Representative of Kenya Office.
4. After receiving the application form, the Chief Representative of Kenya office shall verify its contents, and then approve it only when its contents is deemed appropriate.
5. User of the property of the “Kenya Office” shall comply or will be in accordance with the following;
 - ① Duration of Utilization;
 - ② Direction and Instruction given by the Chief Representative;
 - ③ When the total driving mileage of the vehicle has reached 3,000km, vehicle service must be done at the Kenya Office approved garage at the user’s expense.

5. In the event that the property are damaged intentionally or negligently by the user, the user shall inform the incident to the Chief Representative straight away and be liable for damages. In the event that a non visiting or non collaborative researcher conducting research with the Faculty member of Nagasaki University causes damage to property or loss of material belonging to Nagasaki University, the faculty member at Nagasaki University conducting research the person shall be held liable for damages.

6. The Chief Representative of Kenya Office may revoke the approval for the user to use the property if it is found that the user has violated any of the above provisions, or in the event of any misconduct by the user.

Revised 20th April 2020

Extraordinary Kenya Office Management Committee