**Process**: JOOUST legal matters

**Purpose:**To ensure legal matters within the University are conducted efficiently and effectively

**Output:** Contracts and concluded cases

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ACTIVITIES  | INPUTS | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
|  | Litigation | Legal request /complain/demand letter | Negative publicity | high | high | Being proactive to legal matters | Monitoring contract implimentation |  |
|  |  | Data collection tools | Insufficient structured tools | low | low | Piloting/pretesting of the tools |  |  |
|  |  | Constitution of Kenya 2010 | Knowledge gap | low | low | awareness | Availing the copies to staff |  |
|  | Preparation of contracts | Policies( IGU,Research and development policy,Intelectual right policy,copy right policy | Knowledge gap | low | low | awareness | Availing copies to staff |  |
|  | Processing of displinary cases | Code of conduct and ethics/JOOUSt student rules and regulations,JOOUST statutes | Knowledge gap | low | low | awareness | Availing copies |  |
|  | Breach of legal instruments | Signed contracts | Negative publicity | high | high | Be proactive to legal matters | Monitoring contract implimentation |  |