



Funded by the
European Union

Afriq'units

Sustainable Quality Culture in East
African Institutions through Centralised
Units

WRAP-UP AND WAY FORWARD



Universitat d'Alacant
Universidad de Alicante

Kick-off Meeting
7-8 october 2008



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- Next activities
 - Workshop III
 - Purchase of equipment
 - Development of the Information System
 - Web page creation

Workshop II: The EFQM Excellence Model and Key Management Processes

Objective:

- Training on the EFQM Model,
- Self-assessment and managerial tools,
- key management processes and how to draft a process map
- How to improve the processes of any service
- Location: Mzumbe University, Tanzania
- March?

Participants: 3TC per EAUs and 1PC from UMZ (10); 2 TC from IUCEA; TC:1xAAU, 3TC from UA

2.1. Purchase and installation of IT equipment



- The office equipment necessary for the office operation and communication with partner universities will be purchased and installed.
- 3 quotations
- Responsible: Quality Unit Director and Project Coordinator

NEXT ACTIVITIES



1.2 PRACTICAL OBSERVATION SESSION: HOW TO RUN A QUALITY UNIT – A PRACTICAL APPROACH

- 3 PARTICIPANTS FROM EACH UNIVERSITY
- 1 IUCEA STAFF
- 1 AAU STAFF
- LOCATION: UA
- TIMING:

◀ **Noviembre 2008** ▶

L	Ma	Mi	J	V	S	D
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

◀ **Diciembre 2008** ▶

L	Ma	Mi	J	V	S	D
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

NEXT ACTIVITIES



2.1 PURCHASE AND INSTALLATION OF IT EQUIPMENT

Equipment per partner institution	Units	Price	Total
Video projectors	1	1000	1000
Multi-functional machines (scanner, printer, copy, etc)	1	1300	1300
Internet servers	1	3000	3000
Laptops	1	900	900
Computers	3	1000	3000
Memory stick	3	40	120
Network Wifi	3	50	150
Software	1	1200	1200
Total			10.670,00

PENDING TASKS / UA



- **DRAFT MANAGEMENT MANUAL**
- **PROJECT WEBSITE**
- **SENDING "P" FORM**
- **BANK TRANSFERS:**
 - KAMPALA MEETING (TICKETS + PER DIEM + ORGANISATION)
 - NEXT 6 MONTHS BUDGET:
 - ALICANTE MEETING (FLIGHT TICKETS BUDGET NEEDED)
 - EQUIPMENT (3 QUOTATIONS NEEDED)
 - STAFF COSTS (CALCULATION OF THE FIRST 6 MONTHS PER PARTNER)

PENDING TASKS / CONSORTIUM



- **SENDING INVOICES OF KAMPALA MEETING (TRANSPORT)**
- **FILLING / SENDING "P" FORM**
- **FILLING / SENDING FINANCIAL IDENTIFICATION FORM**
- **SENDING 3 QUOTATIONS FOR EQUIPMENT PURCHASE**
- **PURCHASING EQUIPMENT FOR Q-Units**



QUESTIONS ??

THANKS