



Monthly Report

Date: 1 September 2003

Activity: 1 QAE - Quality Assurance and Evaluation, 2 PROcurement, 3 MOBility, 4 ADMInistration.

	Actors	Plan/Previous months	Current month	Following month	Budget	Comment
QAE	JF, CS, BB, UKIM WG	Set-up of WG; WS in May; WS Report in June; Draft Programme for WS Oct;	Finalisation of Programme for Oct; Guidelines for Visits; Reflection Paper (as input for WS Oct);	Visits to 7 Faculties; WS Ohrid Oct; Feedback Reports from visits;	~19% spent (estimate)	Preparatory documents from UKIM asked;
PRO	TP, RD, UKIM WG	Set-up of WG; WS in May; ICT Audit of 35 Faculties and Institutes; Production of Feasibility Study;	Presentation of Feasibility Study; Plan for Project; Plan for Technical Specifications and Tender;	Finalisation of Project (amendments and alternatives); Agreement on 15% Co-Financing;	~24% spent (estimate, without procurement)	Co-Financing scheme of UKIM missing;
MOB	HS, IT, UKIM WG	Set-up of WG; WS in May; Preparation of announcement; Questionnaires for UKIM; Questionnaires for Austrian lecturers;	Official announcement and launch of website; Guidelines for Visiting Lecturers;	Collection of proposals from Faculties and Visiting Lecturers	~17% spent (estimate, without lecturers)	Simple address and access for platform requested
ADM	Vice-Rector, Navreme, ZSI	Press Statement and Interviews April; Inception Report July; Virtual Platform July; Contracts with experts August; Internal Newsletter August; Monthly Reports September;	WS participants and evaluation; Set-up of and participation in WGs; Update Projectogramme;	Proposal for Budget Implementation in 3 components, Plan for 2004		Formal Acceptance of UKIM missing; Additional requests from ZSI