



Monthly Report 4 - November 2003

Date: 1 December 2003

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

	Actors	Plan	Previous month	Current month	Following month	Budget	Comment
QAE	JF, CS, BB, UKIM WG	2 workshops; Advice on sustainable QA	Visits to 6 Faculties; WS Ohrid Oct; Oral feedback Reports from visits; Presentations on QA in AT, BG, HR.	Written feedbacks on visits to 6 Faculties; Summary and Conclusions on WS Ohrid Oct; Questionnaire Evaluation Ohrid; Method for Stocktaking drafted.	Production of Final Opinion on Self-Evaluation and QA scheme; Stocktaking of QAE activities and experience at UKIM (by UKIM);	~94% spent (estimate)	Final Opinion delayed; Agreement with UKIM on 2 written products; Due to over-spending (6 visits) need to reduce input for 2 products.
PRO	TP, RD, UKIM WG	Reception of proposals from AT and MK	Information Deans on Feasibility Study; Discussion on Project Plan (amendments and alternatives); Agreement on 15% Co-Financing.	2 options for implementation drafted; Letter sent to Rector	Agreement on 15% Co-Financing; Production of Project Plan and Budge; Preparation of Tender Documents and Technical Specifications;	~48% spent (estimate, without procurement)	Serious delay: Letter sent to Rector; Re-allocation of budget may be necessary; Co-Financing scheme of UKIM missing;
MOB	HS, IT, UKIM WG	Advice on AT expertise; Application forms	Distribution of forms to Faculties and Visiting Lecturers; Simple address and access for platform implemented (www.navreme.net/ukim)	Collection of proposals from Faculties and Visiting Lecturers; 16 requests received by UKIM; No proposals yet by AT.	Selection of lecturers, Contact and negotiations on dates; Draft contract and guidelines for lecturers.	~45% spent (estimate, without lecturers)	All candidates from UKIM declined participation at SEE-HEAD in Graz
ADM	Vice-Rector, Navreme, ZSI	MR 4;	Formal acceptance Inception Report of UKIM received. Agreement UKIM and ZIS/BMAA on proposal for Budget Implementation in 3 components and Plans for 2004; MR 3; Event on Austrian national holiday with Deans held; Press Conference	Budget Overview; Work Plans 2004; Interview Press; Meeting KoBü Skopje; SWOT Analysis Internal Evaluation; MR 4;	MR 5; Proposal budget streamlining or increase.		