



## Monthly Report October 2003

*Date: 3 November 2003*

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

	Actors	Plan	Previous month	Current month	Following month	Budget	Comment
<b>QAE</b>	<b>JF, CS, BB, UKIM WG</b>	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.	Production of Final Opinion on Self-Evaluation and QA scheme; Written feedbacks on visits to 6 Faculties; Report on WS Ohrid Oct; Method for Stocktaking.	Stocktaking of QAE activities and experience at UKIM	~82% spent (estimate)	No deviation; Agreement with UKIM on 2 written products
<b>PRO</b>	<b>TP, RD, UKIM WG</b>	Application forms; Announcement to Faculties	Information Deans on Feasibility Study; Discussion on Project Plan (amendments and alternatives); Agreement on 15% Co-Financing.	Agreement on 15% Co-Financing; Production of Project Plan and Budget;	Preparation of Tender Documents and Technical Specifications;	~29% spent (estimate, without procurement)	Delay: Project Plan not ready; Co-Financing scheme of UKIM missing; Letter from UKIM asked
<b>MOB</b>	<b>HS, IT, UKIM WG</b>	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; Registration of 2 UKIM members for SEE-HEAD Graz;		~24% spent (estimate, without lecturers)	Slight delay on forms, otherwise no deviation.
<b>ADM</b>	<b>Vice-Rector, Navreme, ZSI</b>	Proposal for Budget Implementation; Work Plans 2004; MR 3;	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	MR 4;	MR 5;		