



# The Personal Action Plan (PAP) Objectives – methods- planning

*Gudrun Chazotte, Bruxelles, 29.11.2016*

This initiative is implemented on behalf of the European and African Union Commissions by:



**DAAD** Deutscher Akademischer Austauschdienst  
German Academic Exchange Service



# Benefits of the PAP

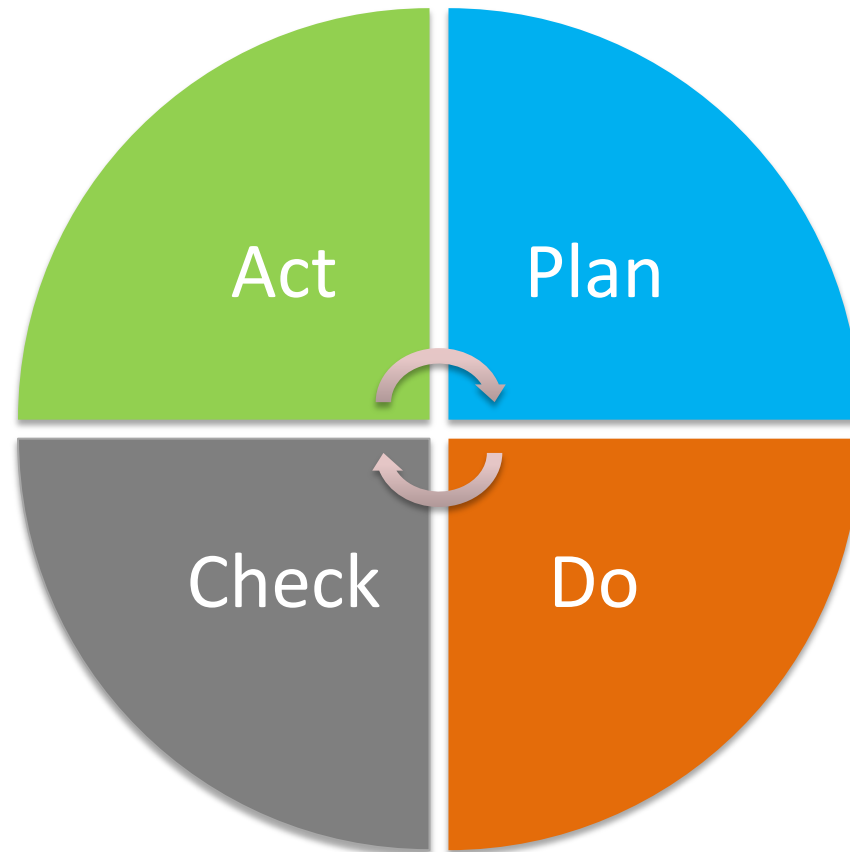
- Identification of difficult situations / quality related problems in the higher education sector
- Work on strategies for solving the problems
- Progress in the institutions of the participants due to the implementation of the personal action / reform plans.
- Use of communication and exchange facilities of the HAQAA Initiative (workshops and webpage) for discussing problems and strategies for solving the issues with colleagues from all over Africa
- Use of the HAQAA Initiative for being heard by the ministries (you are nominated by the minister), by the African Union (they get the HAQAA report) and by the leaders of the institutions (COREVIP Conference).
- Doing first concrete steps for better quality in the higher education sector.



# Conception and implementation of the project: steps to do

1. Identification of a QA related need concerning myself / my institution
2. Define an objective that responds to the identified need, prioritise the objective, if there are several targets
3. Looking for steps / activities, that can be done by myself: developing an action plan for achieving the objective
4. Check, if the objective chosen isn't too extensive. If so, change the planning and determine parts of the target as objective for the PAP
5. Think about resistance and support
6. Discuss the planning with the participants of the course
7. Start of activities
8. Check the first results and adapt the planning if needed. Discuss the experiences with the others

# Continuous enhancement (PDCA cycle)



# Important elements in the planning of the Personal Action Plan (PAP)

- Determine concrete activities, they need to be feasible
- Fix a starting and ending date for every action and the project itself
- Specify the tasks of everybody involved in the activity
- Specify, who is responsible for the activity and communicate the role to the persons involved
- Provide the needed resources
- question the results regularly and adapt the planning if needed

# Example

- Participant being member of a ministry / working as consultant for the ministry
- The need: having a mechanism for controlling a big number of higher education institutions, some of them with weak quality
- The objective: installing a national accreditation agency for checking the institutions



## Some necessities for achieving the objective:

1. An act needs to be adopted by the minister as the legal basis for installing an agency
2. The government needs to provide financial resources (budget) for the agency
3. Rules and structures for effective operation of the agency need to be defined

### **To do for my PAP-work:**

- Chose one of the different activity areas
- Operationalise the activity and identify activities, that I can do myself for achieving the goal



# Action possibilities (example):

- Investigate, if there are already formulated acts for installing an agency
- Looking for colleagues for working together on the act (support of the others)
- Elaborate a road map for realising the act (text to be formulated until X, working on the ministers approval until Y)
- Formulating the text, like planned in the road map
- Designing a strategy of how to get the act approved by the minister
- Finding people supporting my activities (helping to sensitize for the issues, help in the approval processes ...)
- Check: Do I have the expected results? If not: identifying the problems / obstacles and changing the planning.

## My Personal Action Plan

Overall objective of my PAP:

Objective to be achieved by implementing the PAP (A):

Objective to be achieved until June 2017 (B) :

Activities A	When ?	Where	Who	Needed ressources	Resistance	How to mesure ?
Milestone A						

Activities B	When ?	Where	Who	Needed ressources	Resistance	How to mesure ?
Milestone B						

# Timeframe for the PAP in the HAQAA training

1. Definition of the project idea on Friday, December 2nd
  - Working groups for discussing the ideas and the planning for the implementation of the PAP
2. Working on the project until June 2017
  - Use of the HAQAA platform for exchange with the other participants
  - Training material and documents related to EQA and IQA will be available at the HAQAA webpage
  - HAQAA consortium will support, particularly regarding project management questions

# Timeframe for the PAP in the HAQAA training

3. 2017, May 31 – June 2nd, joint workshop with the French speaking HAQAA training group in Accra, Ghana
  - Presentation of the results and experiences gained during the PAP work in the joint workshop: poster presentation
  - discussion of the challenges faced in the PAP work in the presence phase
  - Results of the joint workshop to be presented at the COREVIP conference for informing University leaders
4. Report of the consortium for the European Commission and the African Union Commission about the results of the PAP

# Questions?

