



**THE AFRICA-EU
PARTNERSHIP**

**Technical Meeting to prepare the African Quality Rating Mechanism (AQRM)
institutional evaluations**

EXPERTS MEETING - MINUTES

29 March, 2017

Accra, Ghana

Participants:

SURNAME	NAME	GENDER	COUNTRY
Nkiama	Ekisawa Constant	Male	DR Congo
Mohamedbhai	Goolam	Male	Mauritius
Jegade	Olugbemiro	Male	Nigeria
Odera-Kwach	Beatrice Achieng	Female	Kenya
Mukora	Jeffy	Male	Mozambique
Okebukola	Peter	Male	Nigeria
El-Sharif	Amany	Female	Egypt
Pol	Patricia	Female	France
Hermann	Doris	Female	Germany

Made a presentation via skype:

Allal	Mohammed Amine	Male	Algeria
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Could not attend:

Gibbs	Andy	Male	UK
Jensen	Henrik Toft	Male	Denmark

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Flieder	Margret	Female	Germany
Palmér	Ingegerd	Female	Sweden
Clark	Gregory	Male	UK
Censier-Calmus	Caroline	Female	France

The objective of this meeting was to review and discuss the entire procedure related the AQRM visits to be undertaken by the experts in the selected universities.

-Experts were informed of their team member, countries, and dates of the visit. The missing dates were discussed and some could be set. The tab was updated accordingly.

-AAU will liaise with all universities about hotel choice – Universities asked that the experts follow their advices for security reason.

-Reservation made by the universities and payment will be made by the expert

-Airport transfers can be expensive from and to home (40\$-50\$)

-Long working day, travel day needs to be taken into consideration

-Health insurance should be taken into consideraiton

-Security in the country: hire security and select hotels with high security levels

-AAU will pay per diem in advance by bank transfer or on-site

-Reports to be sent to AAU (who forward to UB) 3 weeks after the last day of the visits.

-Each team will decide who is the Team Leader

-What about the backup situtation (visa denial or sickness) ? AAU said that they have enough experts.

-When the Universities give its feedback on the report? The AAU will contact again the experts.

Is there a follow up following the visit according to the recommendations made by the expert? Yohanned to answer.

-Experts to meet again after the visits and share experiences: I am not sure we have the budget.

-AAU to ask the universities for the supporting documents to be provided to the evaluators.

-How did the university fill the questionnaire.

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-Will the experts get information about the HE system of the country to be visited? Will the experts have a shared view on the country and the institutions prior to the visit?

-AAU does not participate in the rating. Doubts

-Payment of the Team Leader

-UB will be paying the European experts.

Mozambic: Jeffy was concerned about the conflict of interests.

Morocco and Algeria: need to have a FR speaker. Is the Danish expert a francophone.

Holidays mid-June in MA and Algeria.

UNIVERSITIES MEETING - MINUTES

29 March, 2017

Accra, Ghana

Participants:

SURNAME	NAME	GENDER	COUNTRY
Kaku	Sagary Nokoe		Kenya
Sattar	Kalawathie		South Africa
Smith	Rene Alicia		South Africa
Bikanga	Raphael B		Gabon
Mavoungou	Jacques F		Gabon
Abouzid	Hamdy		Egypt
Gabi	Bangamuseve Benson Lislle		Zimbabwe
Elsherbiny	M		Egypt
Shonhiwa	Caxton		Zimbabwe
Cisse	Mamadou	Male	Burkina Faso
Ouedraogo	François de Charles	Male	Burkina Faso
Ajayi	Rotimi Isaac	Male	Nigeria

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Omorogbe	Comfort Ejayokhin	Male	Nigeria
Prof. Boushaba	Mahmoud		Algeria
Makumbi	Rita Bayiga		Uganda
Kwagala	Milly		Uganda
Getui	Mary Nyanchama	Female	Kenya
El Jaafari	Samir	Male	Morocco
Sahbi	Hassane	Female	Morocco
Fidele Muwala	Lungymba	Male	Democratic Republic of Congo
Katuala	Pionus Gatate Banda	Male	Democratic Republic of Congo
Agyare	Christian	Male	Ghana
Dzisi	Afi Margret		Ghana
Salih	Mahir	Male	Sudan
Mohammed	Rania Abdelhammeed Mokhtar	Female	Sudan
Haddad	Ms Amina		Algeria
Zavale	Nelson Casimiro	Male	Mozambique
Dias	Maria Da Conceicao Loureiro	Female	Mozambique

Made a presentation:

Zambo Assembe	Emile Salomon	Male	Cameroon
Woldetensae	Yohannes	Male	Ethiopia

Could not attend:

Ranjan	Abhishek		Lesotho
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Minalkar	Augustin		Lesotho
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The main objective of this meeting was to present best practices on AQRM visits (Presentation from Mr. Emile Salomon) and to present and discuss the logistical details of the AQRM visits, including deadlines, expectations and also the AQRM questionnaire in detail (how to fill the survey).

- Universities were informed that they will not have any expenses during the institutional visits. Invite the experts to lunches or dinners are up to them.
- Universities will suggest accommodation and transportation to the experts. The expert should respect the universities' suggestion which is very important because of security reasons.
- Costs of accommodation, transportation on ground and meals are the responsibility of the expert.
- The deadline to fill up the survey is **15 May 2016**.
- Official letters should be sending asap to the vice-chancellors of the universities to inform them about the institutional visits.
- AAU/UB should send an introductory email to the experts/universities
- AAU will send one representative for each visit, but will not be directly involved, they will just to follow up what is on the ground.
- In some countries there are holidays from end of June to August – we need to consider conduct some visits in September. The final date of the visit still needs to be discussed.
- AAU/UB will be sending all the presentations and documents related to the institutional visits to them.
- AAU/UB will elaborate a directory with the main contact point of each university.
- In case universities have any doubt regarding the survey, they can contact us directly.
- Universities doesn't wants to be said what they need to do, it needs to be a collaborative work.
- Universities should provide a draft programme of the visit to the AAU/Experts 10 days before the event. A template will be provided.
- Some universities will need a contract with the parts in order to hold the institutional visit.

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- Add an article on “Conflicts of interests” on the Service Agreement.

Regarding the survey:

- Universities will not always have the documentation to prove the evaluation. Some does not have big data information.
- How to unify all the different departments in only one visit.
- It is important to identify the focal point at the university/who is managing the questionnaire?
- It has been made clear that the standards are not a ranking classification.
- The answers of this survey should be a self-evaluation and a collective service within the institution.
- If there is any contradiction between the evaluation and the results, it will be needed to review to check if something went wrong.

Next steps

- Send the official letter to the universities informing about the visits.
 - o Include the link of the Survey, so they can start to work on it
- Close the calendar between experts/universities and send to participants for validation.
- Introduce universities and experts
- Send the Agreement to experts
- Draft the Guidelines for the visits – for all stakeholders
- Organise the logistical of the institutional visits (flight and accommodation)

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