



**ACTIVITY PLAN 2016-2018 (Workpackages)**

Workpackages	Activity/Timeline	Responsible	Strategic Objective	
<b>Workpackage 1</b>				
1	Planning, Policies & Procedures, Operations	Development of the Master Plan 2016-2018	Executive Committee	
		Constitution review	Constitution Review	
		Board's Procedures Manual	Constitution Review	
		INQAAHE Funding Schemes - Operational Manual	Executive Committee	
		Establishment of a work space platform on the INQAAHE web-page for the Board members	Secretariat/Communication&Outreach Committee	
		Establishment of a corporate e-mail account	Secretariat	
		GPP Alignment procedures manual	Recognition Committee	
	Development of INQAAHE Strategic Plan 2018-2023	Executive Committee	OBJ 2.3 Strategic	
<b>Workpackage 2</b>				
2	Finances	Diversification of INQAAHE Funding Model	Executive Committee/Secretariat	OBJ 1.4
		Financial statements	Executive Committee/Secretariat	OBJ 1.4
		INQAAHE Financial Statements_Nz societies	Executive Committee/Secretariat	OBJ 1.4
		Financial Procedures Manual	Executive Committee/Secretariat	OBJ 1.4
		Fundraising model	Executive Committee/Secretariat	OBJ 1.4
		Budget review current year+ budget next year	Executive Committee/Secretariat	OBJ 1.4
		Invoicing and penalization	Executive Committee/Secretariat	OBJ 1.4
		Financial Audit	Executive Committee/Secretariat	OBJ 1.4
	Annual report on finances	Executive Committee/Secretariat	OBJ 1.4	
<b>Workpackage 3</b>				
3	INQAAHE regular activities	Managing the database of good practices	Membership/Member Services	OBJ 3.3
		Evaluation of INQAAHE membership proposals	Membership/Member Services	OBJ 2.2
		Develop and announce calls for proposal for research and innovation	Membership/Member Services	OBJ 3.1
		Develop and announce calls for proposal for capacity building	Membership/Member Services	OBJ 3.1, 4.1, 4.2
		QAP announcement	Secretariat/Membership&Member services Committee	OBJ 3.1, 4.1, 4.2
		Bid for hosting Conference and forums for 2019 and 2020 respectively	Secretariat/Meetings&Events	OBJ 1.1, 1.2, 2.1
		E-forums	Meetings&Events	OBJ 1.1, 1.2, 2.1
		Webinars	Meetings&Events	OBJ 1.1, 1.2, 2.1
	Conferences and Forums	Meetings&Events	OBJ 1.1, 1.2, 2.1	
	INQAAHE Board elections 2018	Secretariat/Executive Committee	Operational	
<b>Workpackage 4</b>				
4	Projects	MPL Center operationalization	MPLC	OBJ 4.1, 4.2, 4.4
		INQAAHE 25: Impact, trends, and the future (QAP study, impact, challenges, trends and needs)	TBD	OBJ 1.1, 1.3, 2.1, 2.3, 3.1
		GQAR establishment	TBD	OBJ 1.1, 1.2, 2.1, 2.3
		GPP Promotion	RC/COC	OBJ 1.1, 1.2, 2.1, 2.3
		Mapping study on the QA developments all over the world	TBD	OBJ 1.1, 3.1
	Events resulting from the calls for proposals for capacity building	Meetings&Events	OBJ 3.1, 4.1, 4.2	
<b>Workpackage 5</b>				
5	Visibility and Promotion	Revision and constant update of the website	Secretariat/Communication&Outreach Committee	OBJ 1.1
		Newsletter format revision	Secretariat/Communication&Outreach Committee	OBJ 1.1
		Bi-monthly news releases	Secretariat/Communication&Outreach Committee	OBJ 1.1
		GPP publication	Secretariat/Communication&Outreach Committee	OBJ 1.1
		UNESCO/INQAAHE/ICDE Conference	2018CC	OBJ 1.1, 4.3
		Journal "Quality in Higher Education"	Secretariat/Membership&Member services Committee	OBJ 3.1
		Publication of occasional papers as a result of projects in Workpackage 4	Secretariat/Communication&Outreach Committee	OBJ 3.2
	Promotion of INQAAHE through social media	Secretariat/Communication&Outreach Committee	OBJ 1.1	
<b>Workpackage 6</b>				
6	Quality Assurance	Quality plan -identify outcomes with each work package that will be	IQAC	Operational
		Develop and implement a Survey on the effectiveness of the events	IQAC	
		Measuring effectiveness of the projects including ensuring improvement plans are in place by each workpackage based on the survey	IQAC	
		Bi-Annual survey to the members on the INQAAHE effectiveness, expectations, challenges and needs	IQAC	
		Annual reports from Committees and Working Groups	All Committees and Working Groups	
	Annual reports on INQAAHE performance	IQAC		

**Abbreviations**

Committees	
EC	Executive Committee
MMSC	Membership/Member Services Committee
COC	Communication and Outreach
MEC	Meetings and Events Committee
RC	Recognition Committee
IQAC	Internal Quality Assurance Committee

**Working Groups**

MPLC	Marjorie Peace Lenn Centre
CR	Constitution Review
CPC	Conference Program Committee
2018 CC	2018 UNESCO/INQAAHE/ICDE Conference Working Group