

APQN-UGC AGREEMENT

to Host 2019 APQN Academic Conference and Annual General Meeting

The Asia-Pacific Quality Network (hereinafter referred to as “APQN”), represented for the purpose of signature of this Agreement on one part and University Grants Commission (hereinafter referred to as “UGC”), located at Colombo in Sri Lanka, represented for the purpose of signature of this Agreement on the other.

This agreement is signed between the host organizations of 2019 APQN Academic Conference (AAC) and Annual General Meeting (AGM), APQN and UGC to ensure the objectives, term and conditions of 2019 AAC and AGM, will be observed by both parties to this Agreement. **The preparation of the AAC and AGM will commence on March 18, 2017. The great event of 2019 AAC and AGM will be on March 28-30, 2019 in Colombo in Sri Lanka.**

Article 1: Purpose of Agreement

The AAC is a major event of the year and it is an opportunity for members to update themselves on the latest trends in quality assurance and liaise with their colleagues in the region, which coincides with APQN’s AGM. The Conference will just focus on academic exchange, and will not involve any political issue of any country. The purpose of the agreement is to ascertain the smooth and successful organization of the AAC and AGM.

The hosting rights of UGC cover all activities of 2019 AAC and AGM. Once executed, this document forms a contractual agreement between APQN and UGC. Each party will be responsible for executing the terms of this agreement based on the guidelines, finance and responsibilities detailed herein.

Article 2: Responsibilities of APQN

- 2.1 Supporting in announcing and popularizing the conference information to its members and mailing list subscribers and handling the online conference registration and helping to decide the AAC theme and sub-themes.
- 2.2 Preparing the timeline for the AAC and AGM, developing the whole Programme made up of 1 finance committee meeting, 2 board meetings, 1 APQR Council meeting, 1 quality awarding ceremony with local dances and songs; keynote speeches; plenary sessions; parallel sessions, workshops and relative meetings.
- 2.3 Identifying keynote speakers and communicating with them about the topic speeches and open speeches.
- 2.4 Calling for the AAC papers, reviewing the submitted papers and contacting with the authors on the papers and presentations, giving guidelines to the paper presenters as well as the chairs of different meetings.
- 2.5 Calling for: 1) the application for APQN Quality Award; 2) the applications for sponsorship; and 3) hosting of next AAC and AGM, and reviewing the applicants of Sponsorship and Quality Award.
- 2.6 Informing the local host the exact number of different the venues and the conference facilities, such as group photo, free Wi-Fi, etc. at least 7 days before AAC.

2.7 Uploading Presentation PPTs and photos to APQN website, publishing all kinds of AAC reports in APQNews and helping the local host to publish the Proceeding.

Article 3: Responsibilities of UGC

- 3.1 Making the following drafts and submit to the APQN Board: 1) the overall theme and 4 sub-topics; 2) the budget; and 3) the proposed registration fee (300 USD).
- 3.2 Handling onsite registrations. The registration fees are used by the local host, but 50 USD per international participant will be submitted to APQN as contribution of the Event to meet its overheads and processing charges. APQN Board members, one Administrator will be registration waivers while for local participants; the host can have its own decision.
- 3.3 Being responsible for the expenditure, including the followings: 1) the registration kit (the programmes; the booklets of participants; conference materials, etc.); 2) 2 buffets, 1 seated dinner, 4 coffee breaks; 3) a half-day excursion including a meal (the participants could be charged 10 USD as a guarantee and help the organizers to book transportation and meals); 4) one group photo in the morning of Day 2; one winners' group photo for Award Ceremony, 3-5 good photos from each session; 5) souvenirs and certificates for keynote speakers; chairs; plenary speakers; parralle speakers and other VIPs if necessary; 6) a paper printer for Secretariat, a computer and a slide show for PPTs at each session room, free Wi-Fi (if possible), etc. upon informing APQN Secretariat at least 7 days before AAC.
- 3.4 Arranging for all the venues (including Board meetings and other committee meetings on sidelines of conference) etc. upon informing APQN Secretariat at least 7 days before AAC.
- 3.5 Arranging up-dating the registrants and handling the queries on travel, accommodation and visa, providing invitation letter for visa application and facilitating the visa procedure, if needed. Setting up a web-site of 2019 AAC with all the necessary information for participants, if possible.
- 3.6 Conducting onsite or online evaluation survey of AAC and AGM and write a 1000-word report with the figures and tables; writing a 3000-word report on AAC with photos to be published in APQNews.
- 3.7 Publishing APQN Proceeding of the selected papers with the financial support from APQN, whose first responsibility and rights should be APQN.

Article 4: Finance

- 4.1 UGC will be responsible for all costs associated with the 2019 AAC and AGM and is entitled to retain all revenues, i.e. registrations, sponsorship from relative organizations and so on generated from 2019 AAC and AGM.
- 4.2 APQN will expect zero share of any surplus and APQN will not be responsible for any deficit, which will fall on UGC.
- 4.3 USD 50 per international registrant will be submitted to APQN as contribution of the Event to meet its overheads and processing charges within 30 days of execution of AAC and AGM, or such invoice being raised, whichever is the later.
- 4.4 UGC will be responsible for the finance of the two invited keynote speakers: 1) no charge of registration fee; 2) the travel fare (economy class) and airport pick-up ; 3) a 3-night accommodation at venue hotel; 4) a souvenir.

4.5 UGC will issue the invoices of 2019 AAC and AGM registration fees and will deal with all the cancellations.

Article 5: Protocol

5.1 UGC shall give due to consideration to the position and standing of the APQN Board members and keynote speakers during the Opening Ceremony, luncheons, Gala Dinner, Award Ceremony and any other activities during 2019 AAC and AGM as and when and where necessary.

Article 6: Communication

6.1 The entity acting as data controller shall be the person representing APQN for the signature of this Agreement. Any communication addressed to APQN Organizing Committee should be sent by the following contacts of APQN Secretariat at:

Mr. Lingfei Zhang (APQN Administrator)

E-mail: apqnsecretariat@163.com Tel: +86-21-5404 1620 Fax: +86-21-5467

Add.: No. 202, South Shaanxi Road, Shanghai, 200031, CHINA

Any communication from APQN to UGC shall be sent by the following contacts of the Local Organizing Committee of UGC:

Prof Deepthi C. Bandara (BSc, MS, PhD)

Director of Quality Assurance and Accreditation Council, University Grants Commission(UGC)

Add.: 20, Ward Place, Colombo 7, Sri Lanka

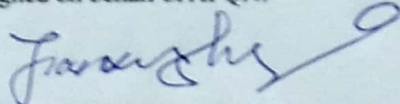
Tel: 0094 11 3056444; Fax: 0094 11 2693054

Article 7: Settlement of Dispute

7.1 Settlement of disputes shall take place according to the legal framework to which the Secretariat of APQN belongs to.

APQN and UGC have hereunto set their hands the day and year first above written.

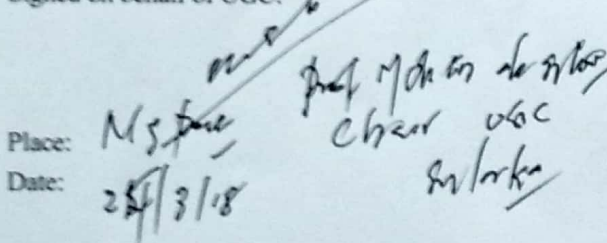
Signed on behalf of APQN:



Place: Nappur

Date: March 24, 2018

Signed on behalf of UGC:



Place: Ms. J. J. Chari UGC Sri Lanka

Date: 25/3/18

