

## Call for 2018 Staff Capacity Building

### I. Highlights of the project

In the past decade, APQN has successfully conducted over 50 exchange visits with support of World Bank and UNESCO which has helped QA experts and agencies in building alliances and developing capacity. In this self-sustaining period for APQN, we propose **the Programme of Staff Capacity Building** (referring as “the Programme”) which is purely on reciprocal basis in which both financial and in-kind contribution is expected from the mentor and mentees. APQN may provide partial financial support to the host organization within limited numbers.

The core purposes of the Programme are to: 1) assist the professional development of the visiting staff members; 2) enhance the capacity building of both the guest and the host organizations; and 3) strengthen the communication and cooperation of both sides. The Programme is expected to contribute to the capacity development of the emerging quality assurance systems with varying needs.

It is desirable that the Programme can include activities like observation of peer review visit, participation in reviewing /assessors training programmes, the visiting staff member’s introduction of the QA system of his/her country or QAA, and visit to the internal quality assurance cell (IQAC) of higher education institutions (HEIs) besides interaction with visiting staff (see Form 2).

The organizations which offer maximum number of opportunities to delegates under the Programme will be recognized and considered for special rewards during the forthcoming APQN annual conference and AGM.

### II. The Host Organization – Call for Applications

For purposes of implementing this project, APQN calls for the support of the member organizations with well-developed quality assurance systems and sufficient capacity for mentoring the trainees. Expression of interest (EoI) should indicate in what ways the host will be able to mentor the staff members. Please give the name, email address, telephone number and mobile number of the contact person from your organization with whom the staff member will communicate. Kindly submit your EoI for the staff capacity building including accommodation arrangements (see Form 1). Once the Programme has been informed by the Secretariat that his/her staff capacity building has been approved, the host organization should take over and run the Programme.

### III. Call for Participants to the Programme

APQN members interested in participating in the Programme should nominate its staff members who hold responsible positions in their organization. Nominations should be made by or endorsed by the head of the organization. Nominees should submit an application detailing what they expect from the Programme and in what ways the visit will be useful to their organizations. Kindly send the CV of the nominee along with the EoI to the APQN Secretariat by **January 30, 2018**. APQN Board will make final decision according to the EoIs. The result will be announced on **February 25, 2018**. The Programme will happen in the year of 2018 according to negotiation of

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#### APQN Secretariat:

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both the host and the guest organizations.

**Form 1: Expression of Interest (Eoi) of the Programme of Staff Capacity Building**

1. Category	<input type="checkbox"/> the sender(guest) <input type="checkbox"/> the receiver (host)
2. Name of the organization and contact details	(Including names, contacts, e-mail, WeChat no. ,telephone, address)
3. Proposed duration	From (yyyy-mm-dd) to (yyyy-mm-dd)
4. Visiting Staff member	(a short bio of the nominee, about 200 words; <u>unnecessary for the host</u> )
5. Proposed Programme	(Including time, venue, participants, activities, process, outcomes and reports)
6. Draft budget	(Including item amount, expense in USD and the financial amount that the host apply for support)
7. Others	

**Form 2: The Best Practice of Staff Capacity Building**

Time	Scope
Week 1	<ul style="list-style-type: none"> <li>- Study the host’s EQA system; the participant can be allowed to be present at meetings (such as staff meetings, accreditation or audit planning meetings, training sessions, seminars, etc.).</li> <li>- Spread through the time unoccupied by fixed events, all or most staff of the organization can each spend a couple of hours with the participant explaining her/his area(s) of responsibility.</li> <li>- The participant should be asked to give a presentation on her or his own system.</li> </ul>
Weekend	<ul style="list-style-type: none"> <li>- The participant should be given some local cultural experiences (e.g. visits to events or places)</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>- Observe a review visit</li> <li>- Visit and talk to the IQA unit/IQ cell in one or two institutions</li> </ul>

**Note: After the Programme, the visiting staff member and the host should submitted 1 500-report with 2-3 photos to be published in APQNews. As soon as APQN received the reports, the financial support fee will be transferred to the host.**

**IV. Certificate**

APQN will issue certificate to participants who complete visit under the Programme. Host organization may also like to issue similar certificate to visiting members. Both the visiting members as well as the host will submit a learning report, which could be used to analyze impact of the Programme.

APQN Board

December 10, 2017