



WORKSHOP
Istanbul, 18-19 October, 2014

Meeting Objectives:

Meeting participants: All UNIGOV project partners

Meeting responsible: Tallinn University of Technology

Objectives: The meeting shall give an overview of process management in EU on the basis of Tallinn University of Technology practice.

Expected Results: Following the workshop it is hoped and expected that:

- partners understand basics about quality management in HEI and have mapped the main processes in their home universities.
- partners understand basics about risk management in HEI and have mapped the main risks in their home universities.
- partners understand basics about auditing process in HEI and have mapped the main processes that need to be audited in their home universities.

DAY ONE

18/10/2014 (Saturday)			Venue: Istanbul Gonen Hotel Istanbul Gonen Hotel Degirmenbahce Cad. No:15 34197, Yenibosna Istanbul, Turkey T: +90 212 454 66 66
From	To	Duration	
09:45	10:00	15'	Welcome and Opening Spike Tang, UA
10:00	11:30	90'	Introduction of TUT Reijo Karu, TUT Introduction to Quality management in higher education institutions (processes, indicators, development plan) Riina Lepik; Airi Mark, TUT
11:30	11:45	15'	COFFEE BREAK Collection of travel documents / information for those requiring per diem payment
11:45	12:15	30'	Practical example of process management Reijo Karu, TUT
12:15	13:30	75'	Quality management Group activity (mapping the main processes, synergy between them, indicators) – moderated by: Riina Lepik; Airi Mark, TUT Presenting the results
13:30	14:30	60'	LUNCH BREAK <i>Venue: To be confirmed</i>
14:30	16:30	120'	Risk Management Riina Lepik; Airi Mark, TUT Group activity (mapping the risks) – moderated by: Riina Lepik; Airi Mark, TUT Presenting the results

DAY TWO

19/10/2014 (Sunday)			Venue: Istanbul Gonen Hotel Istanbul Gonen Hotel Degirmenbahce Cad. No:15 34197, Yenibosna Istanbul, Turkey T: +90 212 454 66 66
From	To	Duration	
10:00	11:45	105'	Auditing Riina Lepik; Airi Mark, TUT Group activity (most important fields to audit) – moderated by: Riina Lepik; Airi Mark, TUT
11:45	12:00	15'	COFFEE BREAK
12:00	12:30	30'	Presenting the results
12:30	13:00	30'	Closing, project management, next activities of the project Spike Tang, UA
13.00	14.00	60'	LUNCH Venue: To be confirmed

List of participants:

Institution	Name	Position
Al-Mergib University	Mohamed M M Zaltom	First Secretary and Head of Personnel Department
Al-Mergib University	Abdualali Ashur Abdualali Zaigh	Auditor in Financial Dept.
Al-Mergib University	Nezar Said Yousef Alarnauti	
Al-Mergib University	Abduala Mohamed A. Dhaw	Co-ordinator
Libyan International Medical University	Mohamed S. Ambarek	President
Libyan International Medical University	Mohamed Elammari	Project Co-ordinator
Libyan International Medical University	Fawzi Eldarragi	Financial Adviser
Omar Al-Mukhtar University	Tareg M.M Bader	Director of International Cooperation
Omar Al-Mukhtar University	Khalifa K.Y. Mohamed	Lecturer
Sehba University	Abdelnasir Atman Abdallah	Deputy for Financial and Administration Affairs
Sehba University	Omar Basheer Altaher Mohammed	Dean of Dental faculty/ Acting Vice President
Sehba University	Moktar Mohamed Ibrahim Zilawe	Director of Financial office
Sehba University	Mohamed Naje Ali Lawan	Director of International Cooperation
University of Misurata	Dr. Mukhtar Elhadi Eltaweel	Vice President for Administrative and Financial Affairs
University of Misurata	Abbas Omar Taggoug	Financial Department
University of Misurata	Abdulsalam Mohamed Algannabi	Financial Department
University of Misurata	Hamzah Mohamed Ramadhan Alejl	Financial Department
University of Benghazi	Mohamed M .A . Dkhairan	Director of financial software
University of Benghazi	Ahmeid Abdel Hamid	Employee of Financial Audit department
University of Benghazi	Ali. A. Mohamed	Employee of preparation and processing of finance department
University of Benghazi	Akram M. A. Eldrrat	Employee at financial department
University of Benghazi	Fawzi Milad Khelifa Elamari	Head of Payroll department



Zawia University	Dr. Ousama Rhouma	Office of International Cooperation (Project Coordinator)
Zawia University	Mohamed Alwaer	Director of the Office of Finance Affairs
Zawia University	Abdarzag Aissa	Director of the Office of Administrative Affairs
Zawia University	Mohamed Agha	Vice President for Administrative Affairs and Finance of the University
Ministry of Higher Education and Scientific Research	Guoma Alrgibi	Representative of MoHE
Tallinn University	Riina Lepik	Risk Manager
Tallinn University	Airi Mark	Head of Internal Auditing Office
Tallinn University	Reijo Karu	Director of International Projects
University of Alicante	Spike Tang	Project Manager
	Abdulgader R.E.Ettaib	Translator