

STEP-BY-STEP PROCEDURE

Below we list a number of points to take into account when organising a **COMMIT** self-assessment process in your institution. Points to be undertaken by the person initiating this process, the **ORGANISER**, are marked in green. Points to be undertaken by his/her colleagues who have accepted to attend and contribute in the process, the **PARTICIPANTS**, are marked in brown. Points for **both to undertake** are left in black. We recommend you to read all the document carefully, take notice of your actions and when they are needed to be done in order to facilitate the next steps to take place

This list has a chronological order. Do not move to the next step until the previous points have been done. This list can be used as a check list – use the boxes to tick “things done”. If the **ORGANISER** has doubts about this procedure, the **COMMIT** consortium recommends him/her to please contact **euцен** by email office@euцен.eu. **Participants**, please liaise with your **organiser** in case of doubts (see details below). Thank you.

Name SURNAME of the **ORGANISER**

Email Telephone

Procedure

■ The **organiser** will get in touch with the **participants** and agree on a date for the visit – keeping in mind that two full days will be needed for this activity. The aim is to obtain agreement from 10-12 members of staff from different managerial levels and different areas. The type of participants recommended to include in the process are:

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- University leader (Rector, Vice-Rector, Registrar...)
- Faculty/Department
- Students/Union
- Counsellors/Career advisers
- Adult Education/LLL/CE

■ The **organiser** will write an email to all the **participants** confirming the agreed date(s) of the activity as soon as the dates have been fixed and will include in this email the following materials:

- Short Information for participants
- Executive Summary of **COMMIT**
- Policy Reminders of **COMMIT**
- Filled in Fact Sheet

■ **Participants** will block their agendas for the dates/times agreed and will respect them

■ **Participants** will read all the materials received and make a note if there is anything they do not understand or want to discuss

■ The **organiser** will book a room for the working sessions. **COMMIT** strongly recommends that the room has the following characteristics:

- Size: it must be big enough for all the potential participants
- Disposition of table: it must be set up in a “u shape” form, which is more friendly, inclusive and allows participants to see all the other participants
- Windows: the room must have natural light and must be possible to be aired

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- Temperature: it must have air conditioning (if the activity is organised in summer) or turn on central heating (if the activity is organised in winter)
 - Technology: it must have a computer, a screen and a projector
 - Tools: one or two flip charts (preferable to white board) should be available
 - Reproduction: easy access to printing/copying should be possible
 - Catering: water must be provided; coffee/tea and some small biscuits or sandwiches could be available too if long sessions are planned
 - Other: the room should be locate with easy access to lavatories
- The **organiser** can book a restaurant (or organise catering) for the lunches
- The **organiser** will start planning the event within his/her team and will fill in the Template Agenda
- The **organiser** will send to the **participants** the following documents 15 days before the visit:
- Template Agenda
 - The tools that have been selected to be used during this activity with notes and comments from the **organiser**, if possible
- The **organiser** will phone the internal participants and will briefly explain the documents and the activity
- **Participants** will read all the materials received from the **organiser**
- The **organiser** will read the feedback report template to be filled in after the activity, so he/she knows what is expected afterwards
- **The visit takes place**. The **organiser** and the **participants** take notes and make a record of all the sessions, interviews and discussions
- The **organiser** distributes a copy of the feedback template to all the **participants** and ask them to fill it in within 10 days after the activity takes place
- The **organiser** fills in the Feedback Report template and, once the feedback forms from the participants are collected, collates all the information with his/hers in order to prepare a final Feedback Report *within 30 days after the activity*
- If this is possible, the **organiser** contacts the Executive Director of **euken** (office@euken.eu) and sends a copy of the final version of the Feedback Report for benefit and knowledge of the **COMMIT** consortium that will be kept totally confidential for strictly internal use only
- The organiser (hopefully with the top management of his/her institution) discuss possibilities of future actions and strategies for implementing them