EASTERN AND SOUTHERN AFRICA CENTERS OF EXCELLENCE (ACE II)

Name of the ACE:		African Railway Education and Research Institute (ARERI)/African Railway Center of Excellence (ARCE)											Year 2021_2022 (July 2021- June 2022)												Remark
Component	**Sub-component**	**Action Plan**	**Objective**	**Justification**	**Output**	**DLI #**	**DLR #**	**Estimated Budget (US$)**	**Responsible Unit**	**List of Activities**	**Measuring Unit**	**yearly Plan**	**July**	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	
1. Achieving Learning Excellence																									
	1.1 Announcement and screening new students	Announcement and screening new short-term, M.Sc. and Ph.D. students	* To select top scorers * To encourage female students * To balance national and regional students	This is necessary to run the MSc and PhD programs	Admission of prospective students.	2	2.2	$5,000.00	Learning excellence Team	Announcement using website of AAU,AAiT, ARCE and other social media and screening potential candidate for short term Training and MSc and PhD Programs	No_ of announcement	4		X	X	X	X								
										Facilitating GAT exam and Center Exam to screening potential candidate for MSc and PhD program				X											
	1.2. Short-term courses	Enroll and teach new short term trainees	To fulfill the gap of technicians	To assess the gap of technicians or professionals who are working on Railway Engineering projects	Short term graduate students	2	2.2	£ 28,000.00	Learning excellence Team	Preparing Training Module	No_ of Trainees	100		X	X	X	X								
										Enroll shorterm trainees					X	X	X								
										Preparing certification ceremony					X	X	X								
										Recording Trainees data on the Database					X	X	X								
	1.3. Masters	Enroll and teach new M.Sc. students	To develop human capital of the sector	Helps to get managers and engineers	Students will complete first semester.	2	2.2	£ 305,760.00	Learning excellence Team	Course Offering	No_ of New MSc Students	45						X							
										Arranging Classrooms for each stream and dormitory for regional students			X	X											
										welcoming program for regional and national students					X										
										Enroll PG students					X	X	X	X	X	X	X	X	X		
	1.4. PhD	Enroll and teach new PhD students	To develop human capital of the sector	Helps to get researchers in different fields of railway Engineering	PhD students completed semester I.	2	2.2	£ 115,590.00	Learning excellence Team	Course Offering	No_ of New PhD students	3			X										
										Arranging Classrooms for each stream and dormitory for regional students			X					X							
										Enroll PG students					X	X	X	X	X	X	X	X	X		
	1.5 Design of new M.Sc. and PhD Program including need assessment, curriculum design and validating					2	2.3	Implemented																	
	1.6: Student professional visit	Student visit and internship placement	To be familiar with the industry	Helps to integrate theory with practice	Giving practical knowledge for the students	2	2.7	£ 5,000.00	Learning excellence Team	Arranging professional visit with ERC,EDR and AAit	No_ of visit	3			X				X					X	
										Assigning mentors for each students during internship					X				X					X	
										organize a workshop for students' provisional Practice presentation					X				X					X	
	1.7. Professional visit for experience sharing ...NUST	Visiting the benchmarked institutions, adopting good practices of the institutions	To get experience and knowledge sharing	This helps to to get best practices and students will initiate to work hard.	Adopting best practices	2	2.8	£ -	Program Review, Benchmarking and Accreditation Team	Scheduling a professional visit with NSTU	No_ of visit	1					X								
										Facilitate travel and accommodation							X								
										Visiting NSTU, KTH Railway Group, UIC…								X							
										Visiting report								X							
	1.8 Innovative teaching aid purchases	Procurement of items required for innovative teaching.	* To establish smart class room and laboratory workshops * To develop skill of instructors and students	New workshops will be established and the old will be upgraded based on the new technology	Teaching and learning effectiveness conditions fulfilled	4	4.2	£ -	Research and Academic Facilities Team	Identifying innovative teaching aid technologies for smart class room and laboratory accessories .	No_ of completed smart class room	3		X											
										preparation of specification and Bid documents				X											
										Procurement approval, Center director and AAiTExcutive Director level					X										
										procuring the equipments						X									
										Installation, testing and commissioning						X									
	1.9. Upgrading ARERI/ARCE website to dynamic website and database development for timely information delivery	ARERI website and database development.	* To use for announcement of scholarship and jobs * To be used for publication of news * To use as a source of information	It is necessary for source of data and used as an advertisement for ARERI's project	Easy way to interact.	4	4.2	£ -	Administration Team	Procuring equipments for database and dynamic website	No_ of Dynamic Website	1		X											
										Developing Dynamic Website					X										
										Developing Database					X										
										upload and store ARCE data on Data base and website						X	X	X	X	X	X	X	X	X	

	1.10: Hiring Center Administration assistant	Recruiting deputy for academic matters.	To follow and work different activities of the project	Helps for facilitating different activities and follows different teaching and research activities	All academic matters will be properly addressed.	3	3.1	£ 12,000.00	Administration Team	Announcement screening Recruitment	No_	1	
	1.11: Hiring a registrar expert	Hiring a registrar.	* To record students result and status * To follow academic issues	Helps for smooth collecting students' data and academic record	Students' academic records will be properly documented and retrieved in the required time.	2	2.1	£ 4,000.00	Administration Team	Announcement screening Recruitment	No_	1	
	1.12: Staff upgrading	Staff upgrading trainings.	To be familiar with new technology	Staff will upgrade themselves with the new technology	Teaching and research capability of the staff improved.	2	2.6	£ 15,000.00	Learning excellence Team	Arranging Staff research exchange Facilitating short term training exchange facilitating staff teaching exchange with other universities and institutions arranging staff - industry exchange	No_ of Staff	7	
	1.13: Bus rent and industrial visit	Site visiting.	* To visit recent projects * To get practical work	Helps to see the existing project works and for experience sharing	Improved practical attachment.	2	2.7	£ 5,000.00	Administration Team	Arranging Industrial visit Preparing procurement document Performa collection Procurement approval, ARCE-level procuring bus and accommodation for visitors	%	100	
	1.14 Program Coordinators		#NAME?	Helps to do the activities on time				£ 12,000.00					
2: Program													
	2.1 Program review (self-evaluation)	Internal review of programs, involvement of external reviewers, Program review workshop, Documentation of reviewed program and approval at AAiT and AAU levels	* To upgrade the programs with new technology * To renew the program according feed back given from former students and instructors	This is necessary according to the legislation of AAU since a program should be reviewed within three or five years.	Reviewed and updated M.Sc. programs	2	2.3	£ -	Program Review, Benchmarking and Accreditation Team	Assigning Experts for program Tracer study Internal self study External Review consultative workshop Final Report and action plan for improvement Curricula reviewed if required Assigning Experts for curricula revision Validation Workshop Approval for AAU,AAiT level	No_ of Reviewed programs	7	
	2.2 ICT Rehabilitation	Procurement of items required for ICT rehabilitation.	To upgrade/update the infrastructure of ICT	This helps for students and staff members to get internet access and free websites used as a reference for teaching learning process	Teaching and learning and research effectiveness conditions fulfilled	4	4.2	£ -	Research and Academic Facilities	Identifying ICT Equipments and accessories . preparation of specification and Bid documents Procurement approval, Center Director and AAiT Executive Director level procuring the equipment Installation, testing and commissioning	%	100	
	2.3 Purchases of railway books, software and journal subscription	Procurement of books, software and journal subscription required for effective operation of the center.	To get reference materials easily	This facilitates the teaching learning process. And also helps for students to work their thesis and different research activities	Teaching and learning and research effectiveness conditions fulfilled	4	4.2	£ 30,000.00	Research and Academic Facilities Division	Identifying Books and Software preparation of specification and Bid documents Procurement approval, Center director and AAiT Executive Director level procuring the Items commissioning	%	100	
	2.4 Teaching laboratory rehabilitation	Procurement of items for teaching laboratory rehabilitation.	To fulfill the gap of laboratory equipment, tools and materials.	This helps to run the practical work and enable students to get skill in their disciplines	Teaching and learning and research effectiveness conditions fulfilled	4	4.2	£ 10,000.00	Research and Academic Facilities Division	Identifying Railway related laboratory accessories for AAiT lab . preparation of specification and Bid documents Procurement approval, AAiT endorsing committee level procuring the equipments Installation, testing and commissioning	%	100	

	2.5: ICT Officer	Recruiting ICT officer for the Center	To run the ICT system with the help of technician	This helps to solve the gap of ICT technician which is a core for the daily activities of the center	ICT equipment will be properly managed and service will be provided.	3	3.1	£ 4,000.00	Finance and Administration Division	Announcement screening Recruitment	No_	1	
	2.6 Int'l Program Accreditation	Getting MSc and PhD program Accreditation Certificate	* To internationalize the programs * To assure quality of education * To enhance graduate employment rate	This is necessary to run the MSc and PhD programs	International Accreditation Certificate	2	2.3	£ 5,000.00	Program Review, Benchmarking and Accreditation Team	Assigning Experts Self evaluation based on international accreditation norm Bid document preparation, bidding and selection of international accreditation body Accreditation process workshop on sustaining education quality Certification	No_ of accreditated programs	7	
	2.7 National Program Accreditation					2	2.3			Implemented			
Action Plan 3: Promoting and integrating national and regional sector partners													
	3.1: Signing MOU with private sector/ industry (4)	Signing MOU with private sector/ industry	To get support from industries for teaching learning and research activities	This helps to develop industrial linkage which the industries	Enhancing the professionalism of students by internship placement, industry problem solving researches	2	2.4	£ 2,500.00	Partnership and sustainability Division	signing MoU with Private sectors signing MoU with international and Regional Railway industries Following the implementation of MoU action plan and financial flow Organize a Kickoff workshop and Validation workshop for partnership activities	No_ Partner institutes	6	
	3.2: Signing MOU with institution/civil society (3)	Signing MOU with institution/civil society	To integrate the center with other institutions/civil society	Helps for cooperate work with different institutions/civil society in the country	Enhancing learning/research excellence by student/ faculty exchange, region wide problem solving researches	2	2.4	£ 2,500.00	Partnership and sustainability Division	Signing Mou with other National institutes and Civil society like ERC, EDR, MoT, ECWC… Signing Mou with international and Regional institutions and society following the implementation of MoU action plan and financial flow Organize a Kickoff workshop and Validation workshop for partnership activities	No_ Partner institutes	6	
Action Plan 4: Enhancing and achieving research excellence													
	4.1: Establishing Railway Innovation Center	Establishing Railway Innovation Center	* To incubate research outputs * To make students and staff to be familiar with Railway Technology	This helps to meet the goal of the Center. The research team and students will have a potential to be innovator and help to incubate the research works and	enhance to have Incubated and commercialized innovative Research works	2		£ 15,000.00	Research and Academic Facilities Team	Developing a proposal for internal and external funding undertaking preparatory activities launching The Railway Innovation Center	No_ Partner institutes	1	
	4.2: Forming research team and its research budget	Forming research team and its research budget	* To get more publications * To make students to be familiar with publication	This helps to meet the goal of the Center. The research team will have a role to publish different papers of the students and the staff members.	Establish a truly inclusive eastern and southern Africa network with key stakeholders/ representative from industries and government agencies.	2	2.6	£ 20,000.00	Research and Academic Facilities Team	Call for research grants screening and awarding Railway focused thematic and adaptive researches Granting and administrating thematic research teams Granting and administrating Adaptive researchers Supporting and promoting collaborative researches supporting PhD and MSc students' research to exceed quality Call for publication on Railway engineering for incentive	No_ adaptive and thematic works	7	

	4.3: Research publication and conference funding	Research publication and funding conference	* To meet the goal of the center * To evaluate research papers	This is necessary to publish different papers and preparing a conference which helps to get fund	Increase the impact of the center on the railway sector	2	2.5	£ 5,000.00	Research and Academic Facilities Division	Determining the journal (conference) impact factor and publication incentive value	No_ publication	20	
										sending the publication for World bank DLR Verification Agency			
										issuing the incentive for the verified Authors based on Guideline			
	4.4: Incentive for students' publication (for example editorial assistance)	Support students in their research publication	To motivate students	This helps to encourage students to publish their research work	Increase the contribution of the center on international railway research	2	2.5	£ 5,000.00	Research and Academic Facilities Division	Call for publication on Railway engineering for incentive	No_ publication	20	
										Determining the journal (conference) impact factor and publication incentive value			
										sending the publication for World bank DLR Verification Agency			
										issuing the incentive for the verified Authors based on Guideline			
	4.4: Hiring Assistant professor (PhD) and above	Hiring professors.	To fill the gap in the center	Helps to get experts in different areas.	Teaching and learning and research quality will be improved.	2	2.6	£ 192,000.00	Finance and Administration Division	Announcement	No_	1	
										screening			
										Recruitment			
	4.5: Arranging annual workshop and seminar	Arranging annual workshop and seminar	To evaluate the performance of the center	This will show where the center is and where should the center is going. The center will able to get different feedbacks	Outreaching the general public to attract potential faculty and students, presentation of research findings	2	2.5	£ 9,000.00	Research and Academic Facilities Division	call for conference paper	No_ of workshop	2	
										reviewing and screening the submitted papers			
										Printing booklet of abstract			
										Conducting workshop and seminars			
	4.6: Establishing and running African Railway journal	Establish African journal of railway.	To get access for publication of research works	Since there is enough journals in railway engineering, this will motivate railway researchers to publish their works.	African railway journal will be established in order to provide the possible research findings of ARERI and other African universities	2	2.5	£ 5,000.00	Research and Academic Facilities Division	Organizing Editors	No of journal	1	
										Call for paper			
										Peer reviewing and screening the submitted papers			
										Printing the papers			
										Disseminating the published articles			
	4.7: Purchase of railway laboratory equipment	Procure items required for railway laboratory.	To fulfill the gap of laboratory equipment, tools and materials.	This helps to run the practical work and enable students to get skill in their disciplines	Teaching and learning and research effectiveness conditions fulfilled	4	4.2	£ 950,000.00	Research and Academic Facilities Division	Identifying Railway related laboratory equipment and accessories	%	1	
										preparation of specification and Bid documents			
										Procurement approval, AAiT endorsing committee level			
										procuring the equipments			
										Installation, testing and commissioning			
	4.8: Hiring deputy for academic matters	Hiring deputy for industrial research and laboratory related matters.	To manage the industrial research and laboratory related matters	Helps to follow the work actively in research and laboratory related matter.	Research related matters will be given especial attention	2	2.1	£ 12,000.00	Finance and Administration Division	Announcement	No_	1	
										screening			
										Recruitment			
	4.9	Publication with regional author				2	2.5	£ -	Research and Academic Facilities Division	Call regional professors for collaborative research proposal preparation	No_	5	
										facilitating to have Joint Research with regional professors			
										facilitating publication on high impact factor journals			
	4.1.1	Publication with int'l author				2	2.5	£ -	Research and Academic Facilities Division	Call international partners' professors for collaborative research proposal preparation	No_	5	
										facilitating to have Joint Research			
										facilitating publication on high impact factor journals			
	4.11	Laboratory Coordinators/Technical assistant				4	4.1	£ 12,000.00	Finance and Administration Division	Announcement	No_	1	
										screening			
										Recruitment			

Action Plan 5: Promoting and integrating national, regional and international academic partners																										
	5.1: Regional visiting professors budget	Recruiting regional visiting professors.	To get knowledge and experience sharing	This will help for the integration between the center and regional universities	Enhance education and research of ARERI	2	2.6	£	10,000.00	Partnership and sustainability Division	Inviting Regional professors for PhD dissertation work examination	No_ professors	5	X	X	X	X	X	X	X	X	X	X	X	X	
											Inviting Regional professors for advanced Railway courses			X	X	X	X	X	X	X	X	X	X	X	X	
											Inviting Regional professors for research works			X	X	X	X	X	X	X	X	X	X	X	X	
											Facilitating Transport and accommodation			X	X	X	X	X	X	X	X	X	X	X	X	
	5.2: Collaborative research budget (local to foreign)(20)	Participation of Visiting professors/faculty/students from partner institutions for collaborative research	To get experience and knowledge sharing	This helps for the strengthen of the relation with partners	Promoting and strengthening academic excellence in terms of quality of education, research and productivity within partner institutes , proposing solutions for region wide railway problems through	2	2.6	£	20,000.00	Partnership and sustainability Division	Call for collaborative Research	No_ of Research	5			X	X									
											Developing a proposal for internal and external funding						X	X								
											managing the research output for publication or incubation							X	X	X	X	X	X	X		
											Determining the journal (conference) impact factor and publication incentive value													X	X	
	5.3: International visiting professors budget	Recruiting international visiting professors.	To get knowledge and experience sharing	This will help for the integration between the center and international institutions	Enhance education and research of ARERI	2	2.6	£	25,000.00	Partnership and sustainability Division	Inviting International professors for PhD dissertation work examination	No_ of Professor	5	X	X	X	X	X	X	X	X	X	X	X	X	
											Inviting Regional professors for advanced Railway courses			X	X	X	X	X	X	X	X	X	X	X	X	
											Inviting Regional professors for research works			X	X	X	X	X	X	X	X	X	X	X	X	
											Facilitating Transport and accommodation			X	X	X	X	X	X	X	X	X	X	X	X	
	5.4. Students' exchange	Student exchange	To strengthen the capacity of students	This encourages for the Center of Excellence to get more scholars and to achieve its goal	Number of students exchanged between partner institutions and number of students placed in internship in partner industries	2	2.6	£	25,000.00	Partnership and sustainability Division	Identifying host partner university for PhD student research stay	No_ of students	15		X	X	X	X								
											Assigning mentors for students during their research stay						X	X	X	X	X	X	X	X	X	
											Facilitating transport and accommodation expenses						X	X	X	X	X	X	X	X	X	
											Facilitating a communication platform for students' internal advisors and mentors						X	X	X	X	X	X	X	X	X	
Action Plan 6: Achieving sustainable financing																										
	6.1: Establish office to write proposals and solicit for fund including partnership with the industry and civil society	Cost for developing demand driven proposals and costs associated with establishing the office	To get more sponsors for the center	Helps for the sustainability of the program	Establish a sustainable financing source.	2	2.7	£	5,000.00	Partnership and sustainability Division	Identifying funders	No_ proposals	3				X									
											Developing a proposal						X	X	X	X						
											Organize a visiting and discussion program for funders									X						
											Facilitating agreement and implementation plan									X	X					
											Monitoring and Evaluating Partnership implementation plan										X	X	X	X	X	
	6.2: Establishing sustainable partnership with Ethiopian Railways Corporation, AALRT and EDR, MoT, ECCWC	Educating the staff of Ethiopian Railways Corporation, pursuing research for Ethiopian Railways Corporation, internship placement of ARERI students	* To get support for financial issues * To work together for research activates * To develop the human capital of the Corporation	Strengthening Ethiopian Railways Corporation human capital is mandatory for the Center in order to sustain the program through its life. Members of the Corporation have already experience about railway and can do research in	Establish a sustainable financing source.	2	2.7	£	-	Partnership and sustainability Division	Identifying thematic working areas	No_ Project	2				X									
											writing detail proposal to be implemented						X	X								
											Organize a Discussion workshop on proposed activities								X							
											Signing MoU and developing action plan								X							
											Monitoring and Evaluating Partnership implementation plan									X	X	X	X	X	X	
	6.3: Continue in partnership with DAAD	Continue in partnership with DAAD	To get more scholars	This contributes different scholars in different fields of studies and levels	Establish a sustainable financing source.	2	2.7	£	-	Partnership and sustainability Division	Developing a proposal for DAAD	%	100				X	X								
											Communicating DAAD Official to to continue their sponsorship Railway Engineering system								X							
											signing MoU and action plan for partnership								X							

											Monitoring and Evaluating Partnership implementation plan									X	X	X	X	X	X	
	6.4: Partnership with railway industries in the region	Reaching in agreement with railway industries in the region for student internship placement, signing MOU, pursue research for regional railway industries	To strengthen the relation with regional industries	This facilitates the teaching learning process. And also helps for students to work their thesis and different research activities	Establish a sustainable financing source.	2	2.7	£	-	Partnership and sustainability Division	Developing a Proposal for regional Railway industries	No_ Projects	2			X										
											call for African railway industries and ambassadors for collaboration					X	X									
											Organizing workshop for African Railway industries							X								
											signing MoU action plan for partnership							X								
											Monitoring and Evaluating Partnership implementation plan								X	X	X	X	X	X	X	
	6.5: Awareness creation using multimedia production	Awareness creation using multimedia production	To use multimedia as source of information.	The multimedia will help to aware for people regarding the different activities of ARERI.	Informed society of the importance and technologies of Railway transportation	2	2.5	£	15,000.00	Partnership and sustainability Division	Revising communication strategy of the Center	%	100		X											
											activating magazine, dynamic website, tweeter, LinkedIn and other social media					X										
											organizing editorial committee				X											
											Share information with partner institutes and with public.			X	X	X	X	X	X	X	X	X	X	X	X	
	6.6: Hiring strategic plan and project development officer	Hiring strategic plan and project development officer	To design new projects.	This helps for the sustainability of the project	New projects will be designed for sustainability of ARERI	1	1.2	£	4,000.00	Finance and Administration Division	Announcement	No_	1		X											
											screening					X										
											Recruitment					X										
	Activity 6.7: Advisory Committee	Forming advisory committee	* To plan new projects * To measure the existing project	Will play a great roll in the development of the Center and establishment of new projects	Provide strategic direction to the Center	2	2.1	£	11,000.00	Finance and Administration Division	Developing a guideline for Advisory committee	%	100		X	X	X									
											Nominating and forming Advisory committee						X									
											briefing status of ARCE monthly							X	X	X	X	X	X	X	X	
Action Plan 7: Participating in benchmarking exercise																										
	7.1: Phase 1: Design of the benchmarking methodology	Finding Clear strategies and methodology to do the benchmark	* To evaluate the Center's performance * To put new methodologies for strategic plan	In order to get experiences from benchmarking institutions for the development of the Center for better performance	Enhancing the center performance by adopting best practices from the bench marked institutions	2	2.8	£	-	Program Review, Benchmarking and Accreditation division	With collaboration of other AAU ACE-II Design a benchmarking methodology	%	100				X									
	Phase 2: Data collection and verification	Finding Clear strategies and methodology to do the benchmark	* To evaluate the Center's performance * To put new methodologies for strategic plan	In order to get experiences from benchmarking institutions for the development of the Center for better performance	Enhancing the center performance by adopting best practices from the bench marked institutions	2	2.8	£	-		With collaboration of other AAU ACE-II carrying out Data collection and verification works							X	X							
	Phase 3: Benchmarking analysis and dissemination	Finding Clear strategies and methodology to do the benchmark	* To evaluate the Center's performance * To put new methodologies for strategic plan	In order to get experiences from benchmarking institutions for the development of the Center for better performance	Enhancing the center performance by adopting best practices from the bench marked institutions	2	2.8	£	-		With collaboration of other AAU ACE-II carrying out Benchmarking analysis and dissemination works								X	X	X					
Action Plan 8: Ensuring timely and transparent financial management																										
	8.1: Hiring project manager	Recruiting project manager.	* To manage the project properly * To run the project within its plan	Helps to follow and to run the project according to its strategic plan and to control it.	All the project activities will be properly managed.	3	3.4	£	15,000.00	Finance and Administration Division	Renewing the contract agreement	No_	1	X												
	8.2: Internal auditor	Perform timely audit reports	To control and check the financial flow	This helps to check and balance the financial flow according to the planned budget.	Ensure timely and transparent financial management	3	3.3	£	7,000.00	Finance and Administration Division	Renewing the contract agreement	No_	1	X												
	8.3: Senior accountant	Perform timely financial management	To follow financial cases	It is necessary for controlling and aiding the financial flow of	Ensure timely and transparent financial management	3	3.4	£	7,000.00	Finance and Administration Division	Announcement	No_	1		X											
											screening					X										
											Recruitment					X										
Action Plan 9: Ensuring timely procurement																										

	9.1: Hiring Procurement manager	Perform timely procurement to facilitate the activities of ARERI	* To manage facilities and to deliver on time. * To buy materials to the Center	This helps to ensure the procurement of equipment, tools, materials and others	Ensure timely and transparent procurement management	4	4.2	£ 7,000.00	Finance and Administration Division	Announcement screening Recruitment	No_	1	
	9.2: Procurement vehicle -pickup with maintenance and fuel cost	Procurement vehicle - pickup with maintenance and fuel cost	To use transportation for ARERI's cases	Since transportation is the key for movement from one place to other, this will help to deliver things on time, to collect bids for procurement office	Performance of the management and governance body will be enhanced.	4	4.1	£ 62,000.00	Finance and Administration Division	Maintenance Guaraj service procurement Fuel procurement	% %	100 100	
	9.3: Hiring driver for the pickup	Recruiting a driver	To use the pickup car efficiently	This helps to use the transportation effectively	Logistics facilitated.	4	4.1	£ 2,500.00	Finance and Administration Division	Announcement screening Recruitment	No_	1	
Action Plan 10: Ensure conducive working conditions													
	10.1: Hiring executive secretary	Recruiting a secretary.	* To record different activities of the center * To check incoming and outgoing letters * To support the staff members	Since secretary is a key for any center, he/she should play a great roll in managing and controlling in and out letters.	Office matters properly addressed.	2	2.1	£ 3,000.00	Finance and Administration Division	Announcement screening Recruitment	No_	1	
	10.2: Purchases of office materials, maintenance and rehabilitation	Purchases of office materials, maintenance and rehabilitation	* To fill require red materials for the offices * To maintain the existing offices	It is necessary to purchases office materials and maintenance to run the program on time.	Office materials will be fulfilled	4	4.2	£ 15,000.00	Finance and Administration Division	Identifying office materials, maintenance and rehabilitation works. preparation of specification and Bid documents Procurement approval, Center Head and AAiT Executive Director level procuring the equipment	% % % %	100 100 100 100	
	10.3: Environmental and social safeguard	Preparation and implementation of Environmental and social safeguard plan	* To protect the environment from natural disaster * To implement green environment	It helps to be familiar with the environment and protect the environment from unwanted things.	Ensuring environmental protection and social values of the society	2	2.7	£ -	Finance and Administration Division	Developing Environmental safe guard Guideline Communicate the society and the workers using social media and magazine Organizing a Training on Environment and safeguard	% % %	100 100 100	
	10.4: Regional ACE II meetings	Attending regional ACE II meetings	* To strengthen the project * To share experience * To introduce and discuss with new ideas for the Center of Excellence	Attending regional ACE II meetings is necessary for experience sharing. In addition it will help for sustainability of the project.	Lessons learned from other ACEs	2	2.4	£ 6,000.00	Finance and Administration Division	Facilitating Air ticket and accommodation for Center leaders and experts who attend the meeting Preparing Implementation reports and proposal to be presented on ACE II meeting Implementing meeting decisions and directions	% % %	100 100 100	
	10.5: Launching and inception workshop					2	2.3	$2,025,850.00	Implemented				