

## **IV. Self-Evaluation Report of the Secretariat**

### **1. Introduction**

The Center for the Study of International Cooperation in Education (CICE), Hiroshima University has been functioning as the Secretariat for the Network over the last three years with the director of CICE as the Secretary. According to the Statutes of the Network the Secretariat is mandated 1) to conduct day-to-day management of the Network, 2) to function as the Secretariat for the General Assembly of the Network and 3) to monitor the activities under the Network. More concretely the action plan of each year the following activities are to be done by the Secretariat; 1) to organize the annual General Assembly, 2) to liaise with the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the United Nations University (UNU), 3) to maintain and update the Network web site and mailing lists, 4) to maintain the staff of the secretariat and other.

The report below describes the Secretariat activities classified into the four categories above together with self-evaluation.

### **2. Organization of General Assembly and Other Meetings**

Three General Assemblies were organized at Hiroshima International Plaza (near Hiroshima University), from 2 to 4 June 2009, from 8 to 10 June 2010 and from 9 to 10 June 2011. Works of the Secretariat for these Assemblies included 1) Sending invitation letters, 2) travel arrangements, 3) assisting in visa acquisition, 4) hotel accommodation arrangements, 5) preparation of meeting places, 6) preparation of assembly documents, 7) preparation of records of the Assembly decisions, 8) preparation of receptions, 9) following university regulations to spend budgets, etc.

As shown in the table below, the Secretariat also assisted in organizing research group meetings together with host universities. In these cases it was generally agreed that on the basis of the cost sharing principle, while the Secretariat bore the costs of travel and paid daily subsistence allowances, the host universities made domestic arrangements and covered organizing costs of the meeting.

Furthermore the Secretariat has just prepared for the wrap-up meeting of Phase II together with the host university, Universiti Sains Malaysia.

In organizing these meetings the Secretariat was generally very much functional and effective with the help of highly dedicated researchers and administrative staff at CICE, in spite of the fact that these works involve extremely hectic logistic arrangements and strict accounting regulations of Hiroshima University to follow. In case of the joint organization, the cost sharing principle was generally agreed upon and observed.

### Research Group Meetings

Group	Date	Venue	Organizer/Host
Group A	# 1-2 March 2010	Kenyatta Univ.	Kenyatta Univ. and Hiroshima Univ.
	# 12-14 January 2011	Hiroshima International Plaza	Hiroshima Univ.
Group B	# 19-23 October 2010	Chiang Mai Univ.	Chiang Mai Univ. and Hiroshima Univ.
	# 11-14 January 2011	Annie's Lodge in Malawi	Univ. of Malawi and Hiroshima Univ.
Group C	# 22-26 March 2010	Univ.Sains Malaysia	Univ.Sains Malaysia and Hiroshima Univ.
	# 10-11 January 2011	Univ. of Lagos	Univ. of Lagos and Hiroshima Univ.

### **3. Liaison with UNESCO and UNU**

Since this Network has been recognized by UNESCO and UNU as one of their UNITWIN programs, the Secretariat has maintained contact with them. First of all the Network is obliged to submit an annual report to UNESCO. The Secretariat submitted a report for 2010-2011 on April 12, 2011 and one for 2011-2012 on April 23, 2012. The Secretariat has kept informed these two organizations of the latest development of the Network, and UNU sent one representative to the first General Assembly in 2009 and UNESCO a staff to the second and third ones in 2010 and 2011. However the relationship between this Network and the two agencies has not necessarily been further developed. The Secretariat has been making efforts to solicit their stronger involvement in the activities of the Network and is determined to continue to do so.

On the other hand, a closer relationship has been developed with the International Institute for Educational Planning (IIEP). They sent resource persons to the Capacity Development Seminar at Kenyatta University from 3rd to 5th March 2010 and to a JICA training course from 7<sup>th</sup> November to 4<sup>th</sup> December 2010. They also invited members of the Network to their symposium on gender and educational development.

### **4. Maintaining and Updating the Network Web Site, Brochure and Mailing Lists**

The Secretariat has set up and maintained a web-site for the Network and diffused information

about its activities. In this connection, the Secretariat has collected every three months activities reports from member universities and put them on the web-site. Unfortunately, however, only about one-third of the members have submitted such a report each time.

The Secretariat produced brochures and distributed them at various meetings/seminars/workshops in relation to the Network activities.

The mailing list of contact persons of member universities created by the Secretariat has been extensively utilized not only for providing information from the Secretariat but also for information sharing among members.

## **5. Staffing**

While at the beginning of the Phase II the Secretariat had maintained four academic staff, three researchers and four administrative staff, since the mid 2010 the number of researchers has been reduced to two for financial reasons. However the level of the Secretariat's function has never been declined due to the staff's hard work and dedication.

## **6. Other**

Publication was another important activity of the Secretariat. The following are publications of the results of the Network activities by the Secretariat. All of them are collection of papers submitted to international seminars organized by the Network.

- 1) Report on the International Experience Sharing Seminar from 19 to 21 January at Cape Coast University, Ghana published in March 2011
- 2) Report on the International Experience Sharing Seminar from 12 to 13 August at Lusaka, Zambia published in March 2011
- 3) Reports on the International Experience Sharing Seminars from 12 to 13 January 2011 at the University of Lagos, Nigeria and from 13 to 14 at Hiroshima, Japan published in May 2011

They have also been up on the Network's web-site.

## **7. Overall Evaluation**

The Secretariat has shouldered very heavy workloads over the last three years, even almost ten years if Phase I is included. It has generally been functioning well and very effective and efficient. Its works involve extremely hectic logistic arrangements and require enough administrative and accounting knowledge and skills to follow various regulations. In this sense the Network owes a quite a lot particularly to the administrative staff of the Secretariat.

There are also a couple of challenges. As mentioned in 2 above, it is an important issue how to re-strengthen the relationship between the Network and UNESCO/UNU. Although the weakened involvement of these organizations in the Network is mainly due to their internal conditions, the Secretariat should continue to solicit their stronger commitment and support.

There is some apprehension that the current level of support from the Secretariat may not be maintained for financial reasons. In Japan the government's budgets for universities have been cut by a certain percentage every year and at some moment this may result in the reduction of the number CICE's staff including researchers and administrative staff. Some means should be figured out to reduce the burden of the Secretariat.