



Human Resources Centers



One of the project objectives is a creation of the Resources Center for HR management Department in each Partner University. The Resources Centers must be provided with modern computer equipment, methodic materials and printed publications.

The Resources Center is a platform to support and maintain training activities of the HR management department on the professional development of University HR managers.



KAZEU
11.03.2014, Barcelona



European Commission
TEMPUS

WP4

HUMAN RESOURCES CENTERS

4.1 HR resources center:

A physical resources centre at each partner university: the aim of this resources centre is to offer HR trainers or managers a place to address themselves to follow the online training in case their professional internet accessibility is limited or a place to improve their knowledge in the field. It will also include a timing for face-to-face monitoring and tutoring for those participants who require

4.2 Handbook of HR materials:

The handbook will be a compilation of all the materials used in the project and aims at fostering transferability of the results.



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HUMAN RESOURCES CENTERS

**THE HR RESOURCES CENTERS WILL
BE ESTABLISHED AT EACH PARTNER UNIVERSITY:**

T.Ryskulov Kazakh Economics University	KazEU
Kazakh Academy of Transport and Communications	KazATC
S. Toraigyrov Pavlodar State University	PSU
Karanganda State Medical University	KSMU
Armenian State University of Economics	ASUE
Russian-Armenian (Slavonic) University	RAU
American University of Armenia Fund	AUA
Kutaisi University -	KU
Kazakh Academy of Transport and Communications	KazATC



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Aim of Resources Center



To offer HR trainers or managers a place to address themselves to follow the online training in case their professional internet accessibility is limited or a place to improve their knowledge in the field. It will also include a timing for face-to-face monitoring and tutoring for those participants who require it.



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Setting up of the Resources Centers

Each partner university will provide the room and furniture (chairs, tables)

Prepare the necessary procedures for organization, coordination, management, registration, follow up and evaluation;

The marketing plan will be defined at this stage for dissemination;

Equipment will be purchased at this stage to provide the teaching, learning and management resources



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EQUIPMENT



Within the framework of the project, partner university may purchase an equipment for the resource center, that is exclusively devoted for the purpose of the project. The equipment may include:

- **PC**
- **Laptop**
- **Projector**
- **Stationary screen**
- **Portable screen**
- **Copier-scanner-fax – Multifunction**
- **Software**
- **Books (including e-books) and periodicals**



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The main conditions for the purchase of equipment



Equipment with a value higher than EUR 5,000 per unit, purchased in the framework of the project, must have a certificate of origin from EU member states or from the country that is permissible according to the EU Regulation to the Tempus partner countries

If the value of the equipment exceeds the 25,000 Euros, it is necessary to carry out the tender on the basis of three offers. The main criterion for selecting the supplier of equipment is the ratio of Price-Quality

It is recommended to purchase an equipment on country blocs - to hold a single tender to purchase equipment for the universities of one country - Kazakhstan, Armenia, Georgia

Documentation on vendors should be submitted for the approval of supplier to KazEU that is responsible for the equipment acquisition



TIMEFRAME FOR THE CREATION OF THE RESOURCE CENTER

Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																										
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36							
1	HR processes audit and mapping competencies																																												
1.1	HR processes and procedures audit	8	O	O	O	X																																							
1.2	Map of competencies in HR managers and staff	8	O	O	O	X																																							
2	Training Human Resources managers and staff																																												
2.1	Training HR trainers	8				O	X	X	X																																				
2.2	Training seminar on HR in each partner institution	10												X			X											X												X					
2.3	Workshops	2																			O																								
3	Strategic plan for the development of HR in each partner university																																												
3.1	To develop a strategic plan	6												O	X		X																												
3.2	To implement the strategic plan	4																																											
4	HR resources centers																																												
4.1	HR resources center	14				X	X	X	X	X	X	X																																	
4.2	Handbook of HR materials	22														X		X				X						X																	
5	PEOPLE dissemination strategy																																												
5.1	Creation/update of project website and newsletters	26	O	O	X	X	X			X			X			X						X							X																
5.2	PEOPLE dissemination conferences	6											X																																
6	Management of the project																																												
6.1	HONOR partner meetings	8	X										X																																
6.2	Reporting activities	12						X					X								X																								
7	Quality plan																																												
7.1	Quality plan & evaluation procedures and follow up	12	X				X						X																																

- In accordance with the Project Work Plan, the creation of a resource center in partner universities must be completed by the end of the first year of project implementation.



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THE RISKS IN BUYING EQUIPMENT

Existence of different rules and procedures of purchasing equipment in partner countries may slow the process of procurement

The limitations (lack) of suppliers with a certificate of origin from EU member States

The slowdown of the equipment acquisition process and the creation of the resource center



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Equipment procurement algorithm for the Resource Center

To determine the need for equipment for the University Resource Centre

Making the list of items and number of equipment units to submit to project grantholder

Approval of the list of equipment for each University by project grantholder

To announce a tender or submit commercial offer in accordance with the country legislation as well as with the University policy on purchasing equipment

Selection of supplier and signing the contract on equipment procurement

Purchase and installation of equipment in the University Resource centre

To register the equipment of the Resource center for the University balance

Sticking the logo of TEMPUS programme to the equipment of Resources Center

Submission of the equipment procurement documents including the photos of the Resource center to grantholders



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4.2 Handbook



The following methodical manuals will be developed:

- **HR MATERIALS HANDBOOK FOR TRAINERS**
- **AUDITING KIT: HUMAN RESOURCES IN HIGHER EDUCATION INSTITUTIONS**
- **STRATEGIC PLAN FOR HUMAN RESOURCES IN HIGHER EDUCATION**

In addition, materials of the report on the results of HR management audit in partner universities, as well as the conference materials will be published.



THANK YOU FOR YOUR ATTENTION!

