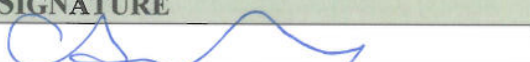


Appendix



BUILDING STRONGER UNIVERSITIES
IN DEVELOPING COUNTRIES

ACTIVITY COMPLETION REPORT¹

ACTIVITY FACTS		
Name of Platform	PHH	
South Partner Institution	KCMC (TZ), SUZA (ZAN)	
Activity number (from LFA)		
Activity name (from LFA)		
Main responsible resource person(s) for activity from Danish university and South partner institution ²	Christian Gregart, UCPH	
Start and end of implementation (dd/mm/yy)	March 2013	
BUDGET DETAILS		
Original Budget (DKK)	½ months salary + meeting costs = DKK 30.000	
Actual expenses (DKK) ³		
ACTIVITY DESCRIPTION		
Brief description of planned activity ⁴	Purpose	Project and Financial Management Study Tour to DK
	Content	5 days Study Tour programme
	Contribution to research capacity building	
	Indicators	Insight on organization and management of project. Introductions to selected financial systems, formats and project management tools
	Other relevant details/comments	
Number of participants	Target	3 persons from KCMC, 2 person from SUZA
	Result	3 persons from KCMC, 2 person from SUZA
Describe/explain deviations from planned activity (timing, number of participants, content of activity, etc.)	Things went according to plans – also the 2012 annual accounts was looked at and worked at during the visit ensuring an overview of expenditures in 2012 and expected expenditures for 2013	
Main lessons learned (list 3-5 issues)		
Suggestions for follow up activities		
Activity Completion Report submitted by:		
NAME	CONTACT DETAILS ⁵	SIGNATURE
CHRISTIAN	GREGART	

¹ Must be filled and submitted to Platform Secretariat (and other designated staff as outlined in agreement to the assignment) no later than 2 weeks upon completion of activity.

² All responsible parties must sign Activity Completion Report before submission.

³ If actual expenses (per budget line) deviate from original budget, this must be thoroughly explained and approval from Platform Secretariat attached to the Activity Completion Report.

⁴ Use LFA (and/or Monitoring Matrix) as a point of departure, where relevant

⁵ Minimum e-mail address and phone number for all signatories.

Study-tour to Uni. of CPH

4 March – 8 March

Monday 4 March: Venue – CSS, building 9

Meeting with Platform on Human Health (PHH) Coordinator Bjørg Elvekjær – **from 8.30**

- BSU and PHH background, overall objectives and organisation

Meeting with PHH Communication Advisor Pia Pannula Toft – **from 09.30**

- BSU and PHH Newsletters, websites, communication

Venue – Nørregade 10 (lunch included)

Meeting with Area Manager Bjarne Friis Ploumark & Unit for External Projects – **from 11.00**

- Guideline on External funded projects, central Project Management, roles and responsibilities etc.

Monday 4 March: Venue – CSS, building 9

Meeting with Senior Adviser Kenneth Lindholm – **from 15.00**

- Registration of projects, management of projects, roles and responsibilities etc.

Tuesday 5 March: Venue – CSS, building 9

Research Management with Researcher Michael Calopietro – **from 09.00**

- Research Management, funding opportunities, proposal development, grant submission, grant management cycle/activities etc.

Project Management with Martin Nielsen & Christian Gregart – **from 11.00**

- Project management, financial management, budgets, accounting system, reporting & documentation, requirements, working tools, roles and responsibilities etc

BSU Phase II session with Bjørg Elvekjær – **from 14.00**

- Joining discussions in the PHH Phase II Workshop incl. issues related to the Intranet

Wednesday 6 March: Venue – CSS, building 9

BSU accounting with Martin Nielsen & Christian Gregart – **from 09.00**

- BSU project management, BSU financial management, budget, accounting, reporting, documentation, requirements etc

BSU annual reporting 2012 with Martin Nielsen & Christian Gregart – **from 12.30**

- Actual 2012 reporting on BSU, use of templates, prepare for annual audit etc.

Venue: Restaurant in town

Social dinner with PHH Implementing Committee and Work Package Leaders – **from 19.00**

Study-tour to Uni. of CPH

4 March – 8 March

Thursday 7 March: Venue – CSS, building 9

BSU annual reporting 2012 with Martin Nielsen & Christian Gregart (continued) – **from 9.00**

- Prepare annual reporting 2012

Meeting with Research Consultant Theresa Larriba Harboe – **from 11.00**

- Research Management, funding opportunities, proposal development etc.

BSU Meeting Dorte Holler Johansen/Individual meetings with relevant resource persons – **from 14.00**

- Mid-year status, follow-up, BSU activities

Friday 8 March: Venue – CSS, building 9

Documentation of the study-tour with Martin Nielsen & Christian Gregart – **from 09.30**

- Way forward, recommendations on project management, templates and tools, roles and responsibilities etc.
- Arising matters and questions

Recap and status on all impressions gathered with Martin Nielsen & Christian Gregart – **from 13.00**

- What to follow up, how to follow up etc.