






The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR INTERNAL SHORT COURSES (CUEA/DVC ACD/IRI/01)	DIRECTOR INSTITUTE FOR REGIONAL INTEGRATION AND DEVELOPMENT
	NO. OF APPENDICES:
	(1) (A)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE-CHANCELLOR – ACADEMIC AFFAIRS
SIGNATURE	
DATE	29th November 2013
ISSUE DATE	29th November 2013
STAMP CONTROLLED / UNCONTROLLED	
NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Academic Affairs and IRID office	

Revision	00		Date	26-APRIL 2013
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	Standard Operating Procedure	CUEA/DVC ACD/IRI /01
Title	Procedure for internal short course	Page 2 of 4

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

0. CONTENTS AND RECORD OF CHANGES 2

1. PURPOSE 2

2. SCOPE 2

3. TERMS AND DEFINITIONS 2

4. REFERENCES 3

5. PRINCIPLE RESPONSIBILITIES 3

6. METHOD 3

7. APPENDICES 3

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title

0.3 Distribution / Circulation

This Standard Operating Procedure available at relevant functions for authorized users.

1.0 Purpose

This Procedure is a summary description of the methodology employed by the Institute for Regional Integration and Development in running the internal short courses.


2.0 Scope

This procedure is applicable to Institute for Regional Integration and Development at CUEA.

3.0 Terms and Definitions

- 3.1 CUEA: The Catholic University of Eastern Africa
- 3.2 IRID: Institute for Regional Integration and Development
- 3.3 Short Courses: Trainings that run between the period of one day to 3 months
- 3.4 FAB: Faculty Academic Board

Revision	00		Date	26-APRIL,2013
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	Standard Operating Procedure	CUEA/DVC ACD/IRI /01
Title	Procedure for internal short course	Page 3 of 4

4.0 References

This procedure makes references to the following:

- 4.1 CUEA Quality Management Manual
- 4.2 CUEA Control of Document Procedure, (CUEA/VC/DQA/01)
- 4.3 ISO 9001:2008 Standard

5.0 Principle Responsibilities

The Director of IRID has the overall responsibility of ensuring that this Procedure is effectively implemented.


6.0 Method

- 6.1 The Director shall call for a meeting three months before the beginning of the course through a circular to the Faculty Academic Board (FAB), for members to identify the theme of the training based on public demand.
- 6.2 The Director IRID through email and hard copy shall communicate to the Corporate Communications Department to advertise the training at least one week after the FAB meeting
- 6.3 The Director shall receive the draft of the artwork of the advertisement from the Corporate Communications department for the approval by signature and stamp of the Institute.
- 6.4 The Director IRID shall identify and appoint those qualified to train from the Institute's resource persons register, CUEA/DVC ACD/ IRID/01/REG 01 at least two months before the training.
- 6.5 A meeting shall be held where the Director IRID shall distribute the tasks to the IRID team a month before the training in view of organizing and running the course.
- 6.6 The participants shall be given an evaluation form on the last day which they will complete and submit to the organizers on the same day.
- 6.7 The data analysis of the evaluation forms shall be done in a period of two weeks after the training and reports prepared.
- 6.8 Reports shall be disseminated to the users, members of the institute through e- mail.

7.0 Appendices

- 7.1 Appendix A: Resource Persons register

Revision	00		Date	26-APRIL,2013
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	Standard Operating Procedure	CUEA/DVC ACD/IRI /01
Title	Procedure for internal short course	Page 4 of 4

Appendix A: : Resource Persons register

1. **Prof. John Ruhangisa, Registrar of the East African Court of Justice and Visiting Professor at IRID.** He has taught at the University of Dar es Salaam and Tumaini University and he is the EACJ's first and current Registrar.
2. **Dr. Wanyama Masinde, Regional Integration Specialist and Capacity Development Adviser at COMESA.** He is an expert in Political and Diplomatic Studies and the founding Director of IRID.
3. **Prof. Tim Shaw, Director,** Institute of International Relations, The University of the West Indies, St. Augustine; Professor Emeritus and former Director, the Institute of Commonwealth Studies, University of London.
4. **Dr. René N'guettia Kouassi,** Director, Department of Economic Affairs, African Union Commission.
5. **Hon. Amos Wako,** former Attorney General of Kenya.
6. **Hon. Peter Munya,** a long serving Assistant Minister for East African Community and former Law Lecturer at Moi University.
7. **Zachary Mwaura,** Economist with a Bachelors and a Masters degree in Economics. Mr. Mwaura is a former Permanent Secretary and lead negotiator for Kenya in the EAC and in COMESA.
8. **Joseph N. Kosure,** a PhD student, Department of Business Administration, School of Business, University of Nairobi. He is the head of Bilateral Trade Division and AGOA Unit, in the Ministry of Trade. Mr. Kosure is a trade development expert and consultant. Mr. Kosure has a long experience in the diplomatic service where he served in Europe during major transformation of the EU into a single market and monetary union.
9. **Hon. Safina Tsungu Kwekwe,** Trade Policy Expert and Member, EALA

Revision	00		Date	26-APRIL,2013
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