

Call for EoI to Host 2019-2022 APQN Secretariat

Dear APQN Members

Since APQN's founding in 2003, the Secretariat has played a crucial administration role to run APQN. Great thanks to Australian Universities Quality Agency (AUQA) in Australia(2003-2009) and Shanghai Educational Evaluation Institute (SEEC) in China (since 2009) who separately have hosted APQN Secretariat in the past 14 years! Both of them have greatly "committed to quality higher education, and been supportive of quality agencies in the region"!

In the past, the Secretary/Treasurer was elected from among the members with a term of two years. At the 2008 AGM held in Japan, the membership approved a change in the Constitution and decided that the Secretariat for APQN will be with a term of three years and identified through a tender process. In order to have a smooth hand-over, at the 2nd Board Meeting to be held in Moscow in May, 2017, the Board decided that the tender will be taken one year ahead of the next term.

It is proposed that the hosting organization be either a Full or Intermediate Member of APQN. The Chief Executive of the organization hosting the Secretariat will be the Honorary Secretary/Treasurer of APQN and is a member of the Board ex-officio.

With the agreement of the Board, the Chief Executive of the organization may designate another senior member of her/his staff to be the Secretary/Treasurer. Like the President, Vice-President and other Board members, the Secretary/Treasurer gives her/his time free and cannot claim reimbursement from APQN for incidental expenses. However, no more than annual 18,000 USD will be assigned to the hosting organization as maintaining the administration of the Secretariat's function. And on some occasions the Board may ask the Secretary/Treasurer to represent APQN at a meeting or activity. APQN will then cover the travel and accommodation costs. Any additional expenses for running the Secretariat and for the staff time required will have to come from the organization that is willing to host the Secretariat.

The Secretariat carries out the tasks listed in the second document. Based on the current level of activities and external funding of APQN, the minimum time to be spent on the Secretariat is three to four days a week. It is up to the host organization to decide how the Secretariat will be staffed. The organization might have an Administrator in addition to the Secretary/Treasurer, or the organization might have different staff members carrying out some of the tasks (e.g. web or finance work).

In general, the organization taking on this task is certainly doing a significant commitment to APQN. The organization chosen by the Board shall take on the task

after the completion of 2019 AAC and AGM, in order to allow for an overlap with the current Secretariat. The appointment will be decided by the APQN Board by mutual agreement with the selected organization.

According to Article 47 of “APQN Constitution(version 8)”, the responsibilities of the Secretariat are to: (1) arrange for APQN’s publications and website; (2) prepare the Annual Reports; (3) keep and maintain APQN’s records (including the register of members); (4) arrange and record General Council and Board meetings; (5) collect fees and subscriptions; (6) maintain any necessary bank accounts and make payments as required; (7) prepare APQN’s financial statements for presentation at the Annual General Meeting(AGM), and (8) carry out decisions of the Board and General Council.

This expression of interest should be included the following items:

1. To introduce the bidding organization (mission, goal, function, history, staff, achievements and others)
2. To demonstrate the organization’s commitment to provide an effective, efficient and responsive service in its region, or country or in the Asia-Pacific region;
3. To indicate the Honorary Secretary/Treasurer in the organization and a brief introduction of the designated person;
4. To indicate the administrator in the organization and a brief introduction of the designated person;
5. To provide evidences that the organization can carry out the functions listed in “APQN Constitution (version 8).

Please submit the bidding documents mentioned above to APQN President, Prof. Dr. Jianxin Zhang (948661302@qq.com) and the current APQN Secretariat (apqnsecretariat@163.com) by February 25, 2018.

Thanks for your attention.

Lingfei Zhang

APQN Administrator

APQN Board

December 10, 2017