



European Network for Accreditation of  
Engineering Education

## ENAAEE Internal Procedures

Approved by ENAAEE Administrative Council on 23 June 2015

### A - Travel authorisation

The procedures for missions to be carried out on behalf of ENAAEE are composed of 5 steps, as follows:

- Authorization: A travel request form must be filled out using the ENAAEE travel authorisation form and sent electronically to the secretariat; at this stage, only the estimated costs (train/plane tickets, hotel reservation) must be given; if approved, the form will be signed by the President and forwarded to the treasurer. Any significant overspend must be agreed as soon as it is known<sup>1</sup>. The President's missions will be signed by a Vice-President or the treasurer.
- Flight and hotel reservations: Normally, the traveller should make travel/accommodation reservations himself/herself, taking into consideration the limited resources of ENAAEE (tourist class for flights, standard business hotels...).
- The mission itself: the traveller should collect proofs/receipts of his/her extra expenses on the site (taxis, meals, etc...)
- Reporting: at the end of the mission, the traveller should write a (brief) report on the results of his/her mission, the persons to keep contact with, etc. The report should be sent to the President with copy to the secretariat.
- Reimbursement by ENAAEE: the traveller should fill out an ENAAEE Travel Expenses Claim Form and send it to the ENAAEE secretariat with proof of expenses claimed (Receipts, etc). Reimbursement of expenses will follow receipt of the report.

Particular cases

- The participants to official ENAAEE meetings where minutes are produced, are exempt from the *reporting*: Label Committee meetings, AC/GA meetings (guests), Working Groups meetings.

Documents/procedural flow:

- Travel request form (For each travel)  
Traveller (prepare, sign, send – by email) → Secretary (forward) → President (sign, forward) → Treasurer (sign, forward) → Secretary (forward, file) → Traveller (to book).
- Reimbursement Request Form (can be by travel, can be other expenses claimed that arose in a period of time)  
Traveller (prepare, sign, send<sup>2</sup>) → Secretary (forward; create PC banking) → Treasurer (sign; return; authorize PC banking) → Secretary (forward, file) → Traveller (receives info on reimbursement arranged)<sup>3</sup>

<sup>1</sup> To take into account the volatility of the plane fares.

<sup>2</sup> a) By e-mail: form, with copy of receipts OR b) By post: all originals

<sup>3</sup> For the President's travels: President → Secy → Treasurer → Secy → President

## B- Project management

A **project management system** includes

**Project brief** – simple statement of what the project sets out to achieve (deliverables), benefits to ENAEE and major risks/unknowns, likely costs (ball park).

**Project plan** – for important projects, break down into manageable stages, with a time schedule and “gates” for the project to pass through which ensure it is under control.

**Project review** – learn from each project, what went right, what went wrong, and change the process to use.

On the proposal of the President, the AC may delegate to identified persons the management of specific projects. The scope, duration and the maximum budget allocated to the project will be defined. The project manager must keep track of all budgeted expenses and must report regularly to the AC.

In an annex to the budget approved by the General Assembly, a list of the projects for the coming year will be presented with their manager name, scope and budget.

Significant modifications to the voted budget (new project, unexpected expenses, transfers from a project to another) above 2 500€ must be approved by the Standing Committee; modifications above 5 000€ must be approved by the Administrative Council.

Documents/procedural flow:

a) New project

Project Manager/other person (propose, prepare project documents) → President (include in AC agenda) → Secretariat (prepare AC agenda, forward documents) → Administrative Council (approve/disapprove) → Secretariat (file, forward decision) → Project Manager (do, if approved)

b) Modifications above 2 500€

Project Manager (prepare, forward) → Standing Committee (approve/disapprove) → Secretariat (file, forward decision) → Project Manager (do, if approved)

c) Modifications above 5 000€

Project Manager (prepare, forward) → AC (approve/disapprove) → Secretariat (file, forward decision) → Project Manager (do, if approved)

## **C- Contracts with service providers**

New contracts with providers are proposed by the project manager and approved by the President. Prior to their execution, the approval of the Standing Committee is required for contracts above 2500€.

The Secretariat establishes and updates regularly a list of contractors, their domain of services, the contact person in ENAEE, the annual budget (exact or estimated depending on the nature of the contract). This list is presented regularly to the Administrative Council.

For projects in excess of €2,500, quotations should be sought from several providers.

Documents/procedural flow:

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| <p>a) Below 2 500€: Project Manager/other person (propose) → President (sign, forward) → Secretariat (forward, create PC banking) → Treasurer (sign, return, authorize PC banking) → Secretariat (file)</p> <p>b) Above 2 500€: Project Manager/other person (propose) → President (endorse, forward) → SC meeting (approve by majority, include in Minutes) → Secretariat (forward, create PC banking) → Treasurer (sign, return, authorize PC banking) → Secretariat (file)</p> |
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## **D- Payment of bills**

Documents/procedural flow:

Secretary (forward; check re possible delegation; create PC banking) → Treasurer (sign; return; authorize PC banking) → Secretary (file/accountant).
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## **E- Bank Authorizations**

The payment authorizations with the bank are:

- up to EUR 500 the Secretary can sign off,
- up to EUR 10.000 the Treasurer or the President can sign off,
- above EUR 10.000 only the President can sign.