

Appendix report work shop Sasol Ex-change July 2009-07-14

<u>Activity</u>	<u>Ex-change/ Edukans</u>	<u>Sasol</u>	<u>Students</u>
<b>Administrative Procedures</b>			
Log-frame	3 Yearly	3 Yearly	
Yearly activity plan/financial proposal		September	
Yearly work plan	October		
Intake procedure	October		
Contract	November/ December		
Six monthly report		July	
Annual report		January	
<b>Student procedures</b>			
Sector tool	January/ December	January/ December	
3 monthly assignment		3 months before internship	
Recruiting Dutch student teams	3 months before internship		
Team proposal			2 months before internship
Approval team proposal		1 month before internship	1 month before internship by the school
Recruiting Kenyan students	1 month before internship		
Orientation program		1th week of internship	
Operational work plan			First 2 weeks of internship
Halfway progress briefings		Halfway internship	
Draft final team report			Last 2 weeks internship
Approval final team report	Send to Sasol 2 months after internship		2 months after finish internship by the school
<b>Health and Safety</b>			
Development code of content		July/August 2009	
Membership AAR	July/August 2009		
Bank account Kenya	July/August 2009		
Check insurances	July/August 2009		
<b>Log-frame</b>			

Integrate methodology Edukans/Exchange/Sasol	August/October 2009		
Development new log-frame	October 2009/March 2010	October 2009/March 2010	
<b>Evaluation</b>			
Integration documents Edukans/Exchange/Sasol	August 2009		
Review evaluation document		August 2009	
Evaluation budget	November 2009		
Decision internal/external evaluation	November 2009		
Contract	November 2009		
Gathering relevant information	November 2009/May 2010	November 2009/May 2010	
Evaluation	June 2010		

Remark: The undated subjects take place every year or, if relevant, more than once a year.