WORK PLAN OF THE ICT CENTER
September 2015 - August 2016

In the current academic year 2015/2016, the Center for the ICT service of the Network of vocational colleges *"First Academy of vocational studies"*, will focus its activities on its institutionalisation, elaboration of the rulebook, staff selection and their professional development as well as improvement of international cooperation both at vocational colleges within the network and the Network itself. The aim of the Network is to become recognisable as a relevant body which has capacities in the framework of regional cooperation and European integrations of Serbia to meet all the demands placed by the modern developing society.

The main tasks of the Network are defined in the Cooperation Agreement which was signed by the members of the Network during the ECBAC Tempus project consortium meeting held in Nis in the end of April 2015. The said tasks that bear refference to this service are implementation, development and maintenance of the information systems within the Network as well as support in development, functioning and improvement of common ICT functions of vocational colleges within the Network. This center is responsible for improvement, maintenance and reliability of the distance learning system.

The Center has the ICT service installed by the Council of the Network for the period of 3 years.
The said service proposes design of the ICT subsystems, their modernization and implementation for educational, scientific and research activities, management, financial and other activities and tasks of the vocational colleges- members of the Network. Also, it organizes and conducts trainings for using the computer service and performs other activities in relation to information systems and the computer network.

In the text to follow, an overview of the planned activities per each month is given together with the responsibles and the deadlines for implementation of these activities.

September 2015

activities	responsibles	deadline
Development of action plans for the ICT Center	Center for ICT	I-IV week
Developement of rulebooks and procedures for the operation of the Center	Center for ICT	I week
Analysis of the operation of the international relations centers at Universities in the region as well as the IR offices at Universities of applied studies in the EU	Center for ICT	II week
Dissemination	ICT service, Center for ICT	IV week

October2015

activities	responsibles	deadline
Approval of the action plan of the ICT Center	Senate	I week
Developement of visual identity of the ICT Center	Center for ICT	IV week
Developemnt of the plan for training of the ICT Center members	Center for ICT	IV week
Dissemination	Center for ICT	IV week

November 2015

activities	responsibles	deadline
Training of the ICT center employees	Center for ICT, Senate	I week
Report on the realisation of plans of the ICT Center	ICT office, Senate	II week
Dissemination	Center for ICT	IV week

December 2015

activities	responsibles	deadline
Development of the 2016 activity plan for the ICT Center	Center for ICT, Senate	I-IV week
Development of the financial plan of the ICT Center	Center for ICT, Senate	IV week
Round table discussion with the international cooperation representatives of the University	Center for ICT, Senate	II week
Analysis of the results of the Center	Center for ICT, Senate	III week
Dissemination	ICT service, Center for ICT,	IV week

January 2016

activities	responsibles	deadline
ICT report	ICT office, Senate, Council	II week
Training of the ICT center employees	Center for ICT	IV week
Dissemination	ICT service, Center for ICT	IV week

February 2016

activities	responsibles	deadline
Presentation of the results of the ICT Center to the representatives of the local government and the districts	Center for ICT, Council	III week
Participation in defining new integrated study programmes	Center for ICT, Quality assurance office, Senate	III week
Training of the ICT center employees	Center for ICT, Senate	IV week
Dissemination	ICT service, Center for ICT	IV week

March 2016

activities	responsibles	deadline
ICT report	ICT office, Senate	II week
Presentation of the guidelines for international student mobility	Center for ICT	III week
Dissemination	Center for ICT	I-IV week

April 2016

activities	responsibles	deadline
Presentation of the results of the ICT Center to KASSS, Ministry of education, HERE team and National Council for Higher Eduction	Center for ICT, Council	II week
Training of the ICT center employees	Center for ICT, Senate	IV week
Dissemination	ICT service, Council	IV week

May 2016

activities	responsibles	deadline
Training of the ICT center employees	Center for ICT, Senate	IV week
Analysis of the ICT center results	Center for ICT, Senate, Council	III week
Dissemination	ICT service, Center for ICT	IV week

June 2016

activities	responsibles	deadline
ICT report	Center for ICT, Senate, Council	II week
Installation of the new platform model on the web page (www. pass.ac.rs) for the needs of students	ICT service, Center for ICT Center for Career Guidance	II week
ICT service	ICT service	IV week

July 2016

activities	responsibles	deadline
Training of the ICT center members	Center for ICT	I-II week
Dissemination	ICT service, Council	I-II week

August 2016

activities	responsibles	deadline
Preparation of activities for the academic year 2016/17	Center for ICT, Council	IV week
Presentation of the results of the ICT Center to KASSS, Ministry of education, HERE team and National Council for Higher Eduction	Center for ICT, Council	IV week

ICT Center coordinator