

Organization of the Information and Communications Technology Project (ICT Project) in Nicaragua with funding from ASDI

This project supports the needs of each University, UNA, UNAN-Managua, UNAN León and UNI and promotes the cooperation amongst the such institutions. The funding given by ASDI as well as the implementation of this Preparatory Phase of the project is considered in the framework of an interuniversity cooperation within Nicaragua.

There are 3 levels of responsibilities already defined.

1. The Rectors Committee

This Rectors Committee is composed by the Rectors of UNA, UNAN-Managua, UNAN León and UNI. The main functions of this Committee are:

- To receive proposals from the coordinators or the Inter University Committee, to discuss and define the final version of the priorities of impulse, beginning and continuity of the ICT Project.
- To receive proposals from the coordinators or the Inter university committee, to discuss and agree upon the final version of the plan of activity in the development of the ICT Project.
- To receive proposals from the coordinators or the Inter university committee, to discuss and reach agreement on the final version of the budget for the execution of the plan of activity in the development of the projects to be carried out
- To supervise and enable the accomplishment of the activity plan.

2. The Inter university Committee

This area or level is led by a committee is composed by the ICT project coordinators of each university. The committee will have a project General Coordinator. This committee has administrative power and be able to make executive decisions.

This area of responsibility will include the implementation of the following functions:

- To prepare and propose the needs and activities to initiate the project and ensure its continuity.
- To prepare and propose the budget for the running costs and activities of the Information and Communications Project to be done in each university.
- To implement the plan of activities of the Information and Communications Projects, focusing on the priorities and the budget stated for this purpose.
- To define the terms of reference for the national and international assistance needed to support anticipated outcomes for this project.
- To guarantee the completion of the activities of the Information and Communications Projects within the respective universities.

3. The Institutional Committee

This area or level has the executive Responsibility of the Project in each University. It is composed by an ICT project Coordinator with the assistance of personnel in the software and infrastructure (hardware) support.

This area of responsibility will include the implementation of the following functions:

- To prepare and propose the needs and activities to initiate the project and its continuity.
- To implement the activity plan of the Information and Communications Projects, focusing on the priorities and the budget stated for this purpose.
- To guarantee the completion of the activities of the Information and Communications Technology Projects.

Appendix 2

Regulations for the use and management of the funding for the preparation phase of the documents of the project information systems and communication technology of national universities.

The Rectors of the four National Universities have the responsibility to check and approve the budget planning for the Preparatory phase of the project.

A current account in dollars is opened to be used only for the ICT project. This funds will be financially administrated by the National Autonomous University of Nicaragua UNAN-Managua.

The authorized signatories will be those presently at UNAN-Managua.

The requests for funding should be in accordance with the planning and budget already approved.

Those in charge of the project in each university will be able to request funding.

The requests for funding will in each case be addressed to Leonel Plazaola, Coordinator of the Interuniversity Committee of the Project. A copy of the request should be addressed to Lic. César Rodríguez (the person responsible for project funding and reporting).

The checks will be withdrawn at the General Treasurer's office at UNAN-Managua, no sooner than 24 hours after the original request. The expenses have to be submitted to the appropriate authorities.

The purchase of equipment will be carried out within the framework of the laws of the state of Nicaragua.

All acquisition of computing and related materials and equipment will be done under the name of the Project ICT-ASDI-Nicaragua and the inventory and allowances will be administered by the Project coordinators Office at UNI. This office will make available an appropriate member of staff to provide all necessary information needed to the project.

In hiring Technical Advisor, it will be necessary to draw up a contract, which will be attached to the payment request.



**UNIVERSIDADES ESTATALES
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César Rodríguez, ICT Coordinator of UNAN-M, will act as the financial executive of the Interuniversity Committee and will present a report monthly to the Interuniversity Committee. This report will include a statement of the current balance of the project and

will also include any funding information that from time to time may be requested by Leonel Plazaola in his role as General Coordinator of the ICT project.