

LETTERHEAD ETC

**TOPIC: AGREEMENT IN RELATION TO ANNUAL DATA COLLECTION
 BETWEEN THE MINISTRY OF EDUCATION AND HUMAN
 RESOURCES DEVELOPMENT AND USP – HONIARA**

PURPOSE:

The purpose of this document is to outline the data to be collected, the agreed process and the data collection tool for the annual collection of data from the University of the South Pacific (USP) – Honiara by the Ministry of Education and Human Resources Development (MEHRD), and the responsibilities of each institution.

INSTITUTIONS INVOLVED:

This signed agreement is between USP – Honiara and the MEHRD.

DATA TO BE COLLECTED:

The data to be collected relates to:

- A Profile of the Institution
- Student Enrolments
- Programs Offered
- Academic Teaching Staff and their Qualifications; Support Staff
- Campus Facilities, Grounds and Resources

PROCESS:

The information is to be collected through a specifically designed data collection tool for the Tertiary sector. The Tertiary Annual Survey form has been formulated by the MEHRD in consultation with the Director of USP.

The general process is:

1. Tertiary Annual Survey form sent electronically to the Director of USP by December each year.
2. Director of USP completes all sections of the Tertiary Annual Survey form as relevant to the Institution.
3. Director of USP returns the completed Tertiary Annual Survey form to the MEHRD on or before 30 April each year.

RESPONSIBILITIES:

The responsibilities of the MEHRD are:

- To supply the Tertiary Annual Survey form to USP in electronic format by December of the year preceding the survey year. For example, the Tertiary Annual Survey form for 2010 would be provided to USP by December, 2009. (Note: For 2009 only, the Tertiary Annual Survey form will be provided by mid February for completion. This is due to the formulation of the Tertiary Annual Survey form in early 2009.)
- To answer any questions in relation to the completion of the Tertiary Annual Survey form posed by USP.
- To acknowledge the information provided by the USP is collected under the provisions of the Education Act (1978) and protected by the Statistics Act (1970) and may not be disclosed to unauthorised persons or used for non-disclosed purposes.
- Upon request, to supply pivot table reports in relation to the information supplied by the USP. (Note: For 2009 only, these reports will only be available towards the end of the year.)

The responsibilities of the USP are:

- To supply to the MEHRD an accurate and complete Tertiary Annual Survey form, supplying the requested information for each section of the survey as it relates to the USP.
- To provide the complete and accurate Tertiary Annual Survey form on or before 30 April each year.

ELECTRONIC RECORDS:

There will be further exploration between the MEHRD and the USP, pertaining to the possibility of obtaining some Student Enrolment data electronically for uploading into the Solomon Islands Education Management Information System (SIEMIS). This may or may not occur in the short term and therefore the process as outlined above is the default position.

Permanent Secretary MEHRD
MYLYN KUVE

Director USP - Honiara
JOHN USURAMO

Date: _____

Date: _____