



## Process Flow for Workshop and Clinic

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(Signature) 	(Signature) 
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Date : 24/7/2023	Date : 25/7/2023

## 1.0 OBJECTIVE

The procedure is established to ensure that the process for Workshop and Clinic is strictly adhered to IIUM Research & Innovation Policy & Guidelines and IIUM Financial Policies and Procedures

## 2.0 SCOPE

This procedure is used by the RMC as a reference to organize workshop and clinic for IIUM researchers

## 3.0 ABBREVIATION (If any)

AA	Administrative Assistant
AD	Assistant Director
AO	Administrative Officer
DD GIU	Deputy Director (Grant Initiative Unit)
GIU	Grant Initiative Unit
HOR	Head of Research
LOU	Letter of undertaking
REC	Research Evaluation Committee
RMC	Research Management Centre
RMS V2	Research Management System Version 2
SAA	Senior Administrative Assistant

## 4.0 REFERENCE

IIUM Research & Innovation Policy & Guidelines endorsed in 470<sup>th</sup> Senate Meeting on 23<sup>rd</sup> October 2020  
 Manual of IIUM Financial Policies and Procedures

## 5.0 RESPONSIBILITY AND DETAILED PROCEDURE

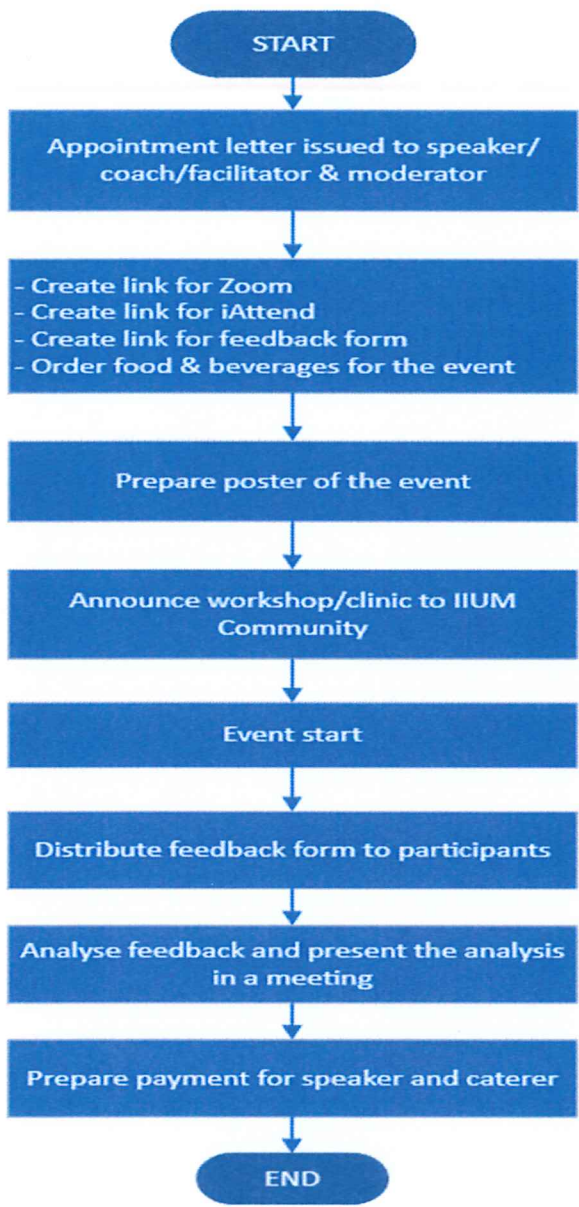
RESPONSIBILITY	DETAILED PROCEDURE
SAA & AA	5.1 Issue appointment letter to speaker/coach/facilitator and moderator 5.2 Online session – Create zoom link of the event, create link for i-Attend and feedback form 5.3 Physical session – Book venue and order refreshment 5.4 Hybrid session - Create zoom link of the event, create link for i-Attend and feedback form and book venue and order refreshment 5.5 Prepare poster of the event 5.6 Announce the event to IIUM community 5.7 Share feedback form link to participants to fill in 5.8 Do analysis of the feedback and present in a meeting 5.9 Prepare payment to the speaker/coach/facilitator and caterer
AO SAA & AA	



#### 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Appointment letter for speaker/coach/facilitator	7 years after release of appointment letter	Filing room	SAA & AA
2.	Feedback form	7 years after release of appointment letter	Filing room	SAA & AA
3.	Attendance list	7 years after release of appointment letter	Filing room	SAA & AA
4.	Poster	7 years after release of appointment letter	Filing room	SAA & AA
5.	Memo for payment of the event	7 years after release of appointment letter	Filing room	SAA & AA

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	 <pre> graph TD     START([START]) --&gt; A[Appointment letter issued to speaker/ coach/facilitator &amp; moderator]     A --&gt; B["- Create link for Zoom - Create link for iAttend - Create link for feedback form - Order food &amp; beverages for the event"]     B --&gt; C[Prepare poster of the event]     C --&gt; D[Announce workshop/clinic to IIUM Community]     D --&gt; E[Event start]     E --&gt; F[Distribute feedback form to participants]     F --&gt; G[Analyse feedback and present the analysis in a meeting]     G --&gt; H[Prepare payment for speaker and caterer]     H --&gt; END([END])           </pre>	
SAA & AA	Appointment letter issued to speaker/ coach/facilitator & moderator	2-3 working days
SAA & AA	- Create link for Zoom - Create link for iAttend - Create link for feedback form - Order food & beverages for the event	2-3 working days
SAA & AA	Prepare poster of the event	3-5 working days
SAA & AA	Announce workshop/clinic to IIUM Community	1-2 working days
SAA & AA	Event start	
SAA & AA	Distribute feedback form to participants	
AO	Analyse feedback and present the analysis in a meeting	
SAA & AA	Prepare payment for speaker and caterer	3-5 working days
	END	