

**The SAP-Project : *the Supply of Academic Publications to
and from universities in developing countries by means of
Internet.***

**MEMORANDUM OF UNDERSTANDING
East Africa Project Cluster**

International Association of University Presidents (IAUP)

Catholic University of Eastern Africa, Kenya

Kenyatta University, Kenya

Makarere University, Uganda

Nairobi University, Kenya

Saint Augustine's University, Tanzania

Sokoine University, Tanzania

Uganda Martyrs University, Uganda

University of Dar-es-Salaam, Tanzania

University of Zambia

University of Zimbabwe

PART 1.

MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL ASSOCIATION OF UNIVERSITY PRESIDENTS (IAUP) AND THE PARTICIPATING EAST-AFRICAN UNIVERSITIES

We, the undersigned President of the International Association of University Presidents and Vice-chancellors of the ten mentioned East-African universities formally commit our institutions to jointly execute the project "*Supply of Academic Publications to and from universities in developing countries by means of electronic document delivery over the Internet*" - in short the SAP-project - as described and under the conditions mentioned in the project outline, included with this memorandum.

The project will have a three years duration, notably the period : 2001 - 2003. The project will focus on the academic fields of *Development Studies and Business Management and Administration*.

We firmly believe in the importance and necessity of the SAP project, since :

1. It is true that universities in the developing world are facing
 - A serious lack of access to current international scientific journals,
 - Considerable constraints to publish our own scientific output on an international scale.

2. It is clear that due to the multitude, diversity, and expensiveness of modern scientific literature, the "traditional paper library" no longer suffices as the only model for a university's scientific information supply. A just-in-time "virtual library" model is a matter of urgent necessity in this era of rapid scientific production and information flow.

3. The SAP pilot project conducted in 1998-1999 involving the *University of Dar es Salaam, Uganda Martyrs University, Nkozi*, and their satellite partner universities

in Europe, has proved clearly that electronic document delivery is technically feasible, organizationally viable and economically cost-effective.

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Hence, we endorse the full participation in the SAP-project by the relevant units of our association and universities. To concretely bring this about we subscribe to the following resolutions.

The *International Association of University Presidents*, in its quality of general project leader, will assume and see to :

1. The organization and over-all management of the project.
2. The training of the needed project personnel at the African universities, more concretely : the *Virtual Library Experts* on the one hand and the *Field Specific Information Officers* on the other.
The training will be organized by VL.I.R. : *The Flemish Interuniversity Council*.
3. The initial purchase and installment of the project equipment - including software - needed at the African universities.
4. All the travel and lodging costs involved with the project.
5. The management costs of the East-African project cluster (see below).
6. The costs for a substantial amount of academic journal subscriptions by the East-African project cluster in the two academic fields envisaged by the project : *Development Studies* and *Business Management and Administration*.
7. Half of the salary costs of the *Virtual Library Experts* and the *Field Specific Information Officers* in the participating African universities.
8. The purchase, installment and management of the central hard- and software of the project, notably : an Internet (WWW) server and accompanying software.
9. The costs for the so-called "consumables" - such as paper and printer toner - needed by the African universities for the execution of the project.
10. The execution of the project tasks and responsibilities by the participating universities from the North (Europe). To this end a separate memorandum of understanding between IAUP and the Northern universities will be equally signed before the start of the project.

More specifically the tasks of the participating universities from the North consist of :

- The electronic supply to the African participating universities of those academic journal publications not available in the African cluster.
- The putting at the disposal of the African universities of access to their bibliographical resources (databases).
- Help in using these resources and tracing academic publications and bibliographic material in general.

Each of the participating *East-African Universities* , as participant and executioner of the project, agrees :

1. To assure a regular execution of the SAP-project within the university, i.e. :
 - To take care of its share of the electronic document delivery to the other African project partners, within the limits of the agreed upon personnel capacity available for the project, i.e. : 0,3 f.t.e. for the central Virtual Library Expert and two times 0,5 f.t.e. for the two Field Specific Information Officers (see below, point 3.).
 - To obtain the academic journal articles in the field of *Development Studies* and *Business Management and Administration*, not currently available at the university library, by means of the electronic document delivery system of the project, be it at one of the other African project partners, be it at one of the cooperating universities in the developed world. Thus assuring a substantial flow of electronic academic information supply and establishing within the university the model of electronic document delivery through Internet as future oriented part of the library services of the university.
 - To take an active role as information suppliers and not just receivers. This means : to electronically publish the academic articles of the university's staff members in the field of *Development Studies* and *Business Management and Administration* electronically on Internet as part of the project, i.e. on (one of the) World Wide Web server(s) of the project.

2. To create within the university the necessary functional elements of the project, namely, the functions of *Virtual Library Expert* at the library, and of *Field Specific Information Specialist* at faculty or departmental levels.
3. To guarantee the sustainability of the model by integrating the aforementioned functions in the regular and daily personnel and financial policy and management of the university, i.e. by taking care of 50% of the financing of these functions during the three years period (2001-2003) of the project and by working out a plan aimed at a full financing of these functions by the university after the three-years period.
4. To implement a system of writing off the needed project equipment over a three-year period, so that no external funding for its replacement is needed in the future.
5. To, with the other participating East-African universities, form an East-African regional project cluster, and execute the tasks and responsibilities, associated with the membership of this cluster; as defined in the separate "*Memorandum of Understanding between the participating East-African universities in the SAP-project*", which is included as part II of this document.

Nairobi, February 2001,

Prof. S. Caspersen,

President, International Association of University Presidents.

Prof. C. Lukudu

Vice Chancellor, Catholic University of Eastern Africa, Nairobi, Kenya

Prof. G. Eshiwani

Vice Chancellor, Kenyatta University, Nairobi, Kenya.

Prof. P. Ssebuwufu

Vice Chancellor, Makerere University, Kampala, Uganda.

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Prof.. A. Lwoga

Vice Chancellor, Sokoine University, Morogoro, Tanzania

Prof. D. Rweyongeza

Vice Chancellor, St. Augustine's University, Mwanza, Tanzania

Prof. M. Lejeune,

Vice Chancellor, Uganda Martyrs University, Nkozi, Uganda.

Prof. M.. Luhanga

Vice Chancellor, University of Dar es Salaam, Dar es Salaam, Tanzania

Prof. F. Gichaga

Vice Chancellor, University of Nairobi, Nairobi, Kenya.

Prof. M. Chanda

Vice Chancellor, University of Zambia, Lusaka, Zambia

Prof. F. Hill,

Vice Chancellor, University of Zimbabwe, Harare, Zimbabwe.

PART 2.

MEMORANDUM OF UNDERSTANDING BETWEEN THE PARTICIPATING EAST-AFRICAN UNIVERSITIES

We the undersigned Vice Chancellors resolve to set up an East African cluster to facilitate the cooperation between each other and with the IAUP within the framework of the SAP Project.

To bring this about we concretely agree on the following.

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1. To create and cooperate in an East African regional cluster of networked universities on the basis of a just division of labor in order to promote a self sufficient situation in the field of electronic scientific information supply in our own region - i.e. the sharing of our own library resources with our regional partners - and in order to establish new international networking models in the field of scientific information supply.

The cluster will act as a unit :

- concerning the acquisition, the management and the electronic distribution of academic journal articles
- towards third parties, e.g. publishers and other stakeholders in the field of academic publications.

2. To fulfill the tasks and responsibilities associated with the membership of this regional East Africa cluster, notably :

- < In turn assume the (rotating) function of cluster coordinator for a period of six months, during which at least one cluster meeting should be organized at and by the university in question. The university which is the cluster coordinator is responsible for the dynamics of the project during her "reign", i.e. : the cluster coordinator has to see to it that every partner in the cluster keeps actively involved, and lives up to the project agreements and expectations.
- < Manage (store appropriately, keeping available) its proportional share of the academic journals jointly possessed by the cluster.
- < Taking care of the electronic document delivery of articles from these journals to

the other members of the cluster. This process of electronic document delivery implies:

- the scanning of the article (unique activity)
 - the electronic sending of the scanned document to the applicant.
 - the registration of administrative or monitoring data concerning the electronic document delivery (date of sending, data on the addressee, number of documents sent, total number of pages sent, etc....).
- < Equally taking care of the electronic document delivery of other requested academic articles or papers in the possession of the university (other than the jointly possessed academic journals).
- < Electronically publish the output from its own academic staff members (articles, papers) on the Internet server of the project.
- < Take a fair share in the production of the project's joint products (catalogues, newsletters, CD-Roms) and in the promotion and the project's PR in general.
- < Create and maintain the administrative databases needed for project monitoring purposes as well as the databases needed for the *information awareness services* within the framework of the SAP-model (bibliographic catalogue databases, experts database).

3. To promote the visibility of the cluster and for the latter to become well known within the academic community, both in Africa and globally, by including a description of the SAP-project in general and the cluster in particular on the university's web pages and the university's yearbook or similar publications. Further : by mentioning the project at international meetings of universities, university libraries or other meetings in other fields related to the project's subject.

Nairobi, February 2001,

Prof. C. Lukudu

Vice Chancellor, Catholic University of Eastern Africa, Nairobi, Kenya

Prof. G. Eshiwani

Vice Chancellor, Kenyatta University, Nairobi, Kenya.

Prof. P. Ssebuwufu

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