



SOP Title	Centre of Excellence in Migration and Global Studies (CEMGS)
SOP No:	NQSA/SOP/TEL/013
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Centre of Excellence in Migration and Global Studies (CEMGS)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose:

The Centre serves as a fulcrum of research about migrations, both internal and External, and its conceptualization, contextualization and decolonization as essentials to global studies. It is a hinge of evidence-based research about pressing and emerging migration challenges in Nigeria, Africa and the globe.

Activities

1. Webinar Monthly Presentation.
2. International Journal of Migration and Global Studies (IJMGS) Publication
3. Research and Grants.Senate Research Grant and internal Tefund Research Grant
4. Compilation of Annual reports
5. MoU/Collaborations
6. Seminars, Workshops, Conferences and Public Lectures
7. CEMGS Office Administration

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Timeline to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1	Webinar Monthly Presentation.	<p>Webinar is a monthly virtual meeting hosted by the Centre of Excellence in Migration and Global Studies, during this meeting, individuals present their research findings whereas participation cut across all disciplines.</p> <ol style="list-style-type: none"> 1. Letter of invitation to present paper between 40-45 minutes 4. Request for Topic, passport photograph, and Bio-data of the presenter. 5. Creation of a Zoom link for the webinar meeting. 6. Designing of the presentation flyer. 7. Sending invitations to participants through emails and other means of communication. 8. Hosting of the Meeting. 9. Downloading of the presentation recording from zoom, video editing 	90 Days		<ol style="list-style-type: none"> 1. List of monthly webinars held in the period under consideration by S/N, topic, objective of the webinar, the outcomes of the webinar, speaker and its specialty, date. 2. 2 mins video clip on each webinar with photos with dates. 3. Link to previous webinars.

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		and uploading of the edited video on the Centre YouTube platform.			
2	International Journal of Migration and Global Studies (IJMGS) Publication	<ol style="list-style-type: none"> 1. Design and dissemination of request/call for paper publication through various means of communication. 2. Collection/receipt of manuscripts and cover letters with intent to publish with the IJMGS from prospective authors. 3. Quality assurance check on the submitted manuscripts in respect to the IJMGS author's Guidelines 4. Plagiarism test of submitted manuscripts. 5. Assignment of peer reviewers. 6. Intermediation between reviewers and authors. (i.e. communication between authors and blind peer reviewers) 	90 Days		<ol style="list-style-type: none"> 1. List of journals published by year, volume, the impact, and international rating. Published in the period under consideration. 2. Link to read the articles in the journals. 3. List of key performance indicators used for checking compliance and monitoring the quality of journal production. 4. Report on checking compliance and monitoring the journal quality.

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		7. Issuance of Acceptance Letter. 8. Formatting and setting of the journal. 9. Forwarding of the journal for Language editing. 10. Issuance of Galley proof. 11. Forwarding of the journal for online publication on the IJMGS website. 12. Notification of authors on the publication of the journal online. 13. Forwarding the journal to 13. Noun press for production of hard copies 14. Distribution of Hard copies to libraries, lead authors and stakeholders.			5. List of reviewers for each journal by name of reviewer, specialization, reviewer's comments, date. 6. Costing by number of contributors, amount paid by the contributors, cost of production, Other costs, balance, remarks.
3	Research and Grants. Senate Research Grant and internal Tetfund Research Grant	Call for application (internal/external) 1. Check the call for application 2. Study the requirements for the grant. 3. Organize a research team 4. Select an area of interest	90 Days		1. List of research grants received by S/N, date of award, research topic, research objectives, duration, amount received, completion status

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		5. Hold a meeting with the research team. 6. Division of tasks among the research team members. 7. Breaking of the team into sub-committees 8. Presentation by each sub-committee 9. Harmonization of submission from sub-research teams 10. Agreed on a draft of concept note/ proposal 11. Submission of the concept note/proposal. 12. Waiting for the outcome of the proposal. 13. Implementation of the research project if concept note/ proposal is approved. 14. Submission of progress report. 15. Submission of final report.			(completed or ongoing), research outcomes. 2. List of impact the researches have on the university and community.
4	Compilation of Annual reports	This comprises of Webinar, Quarterly and annual reports 1. Compilation of quarterly report draft.	90 days		List of compiled annual reports by period e.g. year, report title, submitted to:.,

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		2. Review and vetting of reports quarterly. 3. Compilation of annual report. 4. Online publication of annual report. 5. Forwarding of the annual report. To NOUN-Press for printing and publishing 6. Distribution of annual report to relevant stakeholders			remark. Attach a link or soft copy of the report.
5	MoU/Collaborations	1. Sending/ receiving proposals for collaborations. 2. Meetings for the review of Proposed MoU and adjustments. 3. Seeking for legal advice on the MoU 4. Forwarding the MoU for approval 5. Implementation of the MoU.	90 Days		1. List of signed MoUs by S/N, Title, objectives, expected outcomes, Nature of MoU, Date signed. 2. Expected activities with dates for each MoU presented in a Gantt chart. 3. Performance report.
6	Seminars, Workshops, Conferences	1. Request for approval from management.	90 Days		1. List of seminars, workshops, conferences, and

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	and Public Lectures	<ol style="list-style-type: none"> 2. Implementation and preparations after approval. 3. Invitation of speakers 4. Creation of Zoom link. 5. Creation of fliers and banners. 6. Advertising and publication of the activity through various means of communication. 7. The presentation on the topic the speaker is invited to speak on 8. Refreshment 9. Downloading and editing of the video. 10. Uploading the video on the Centre youtube and other social media handles/plarform. 11. Writing of communiqué and report. 			<p>public lectures held by S/N, programme (seminar or conference or workshop or public lecture), speakers including their specialty, dates, objectives, outcomes, remarks.</p> <p>2. List of impacts of the seminar or workshop or conference or public lecture on the university and society.</p>
7	CEMGS Office Administration	<ol style="list-style-type: none"> 1. Day-To day Administration of the Centre 2. Servicing of Meetings 3. Preparation of Decision Extract and conveying of all decisions 	90 Days		<ol style="list-style-type: none"> 1. List of notice of meeting, agenda and minutes of meeting with dates. 2. List of letters, memos, and

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		4. Drafting of letters, reports and memos			reports written and submitted.
		5. Secretarial Functions: <ul style="list-style-type: none"> • Management of office stationeries • Management of office 1 dayexpenditure and retirement. • Receiving visitors. • Typing of memo. • Checking of the Centre's email. • Overseeing the Director's office 			3. List of memos, letters, and reports typed with dates. 4. List of minutes and extracts of meetings written and approved in the meeting with dates.
		6. Dispatch and documentation of outgoing and incoming mails, photocopying and file management.			5. List of incoming and outgoing mails with dates. 6. Report on environmental management.
		7. Environmental management services			7. List of requisitions and retirements made with dates.

Team of Developers

1. Prof. Gloria O. Anetor
2. Prof. Akeem A. Akinwale
3. Mrs. Akpama. E. Uso
4. Mr. Daniel Victor Ashafa,
5. Mr. Kenechukwu E. Ejiofor
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