



UNIVERSITY OF EASTERN AFRICA, BARATON

Ellen G. White Estate Procedures



**QUALITY MANAGEMENT SYSTEM DOCUMENTATION
BASED ON ISO 9001:2015**

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Ellen G. White Research Centre Supervisory Committee Meeting

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**Ellen G. White Research Centre
Supervisory Committee Meeting**

Doc No: PR- EGWRC -001

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

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Vice Chancellor

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Date: 2nd April, 2025



Ellen G. White Research Centre Supervisory Committee Meeting

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1.0 GENERAL

1.1 Purpose

To ensure consistency, timeliness, effectiveness, efficiency, and accountability in conducting EGWRC Supervisory Committee Meeting.

1.2 Scope

This procedure applies to conducting EGWRC Supervisory Committee Meeting.

1.3 References

Document Category	Document Title
Policy	General Conference Policy
Policy	East-Central Africa Division Policy

1.4 Terms and Definitions

Abbreviation/Term	Description
VC	Vice-Chancellor
DVC Finance	Deputy Vice Chancellor in charge of Finance
ECD	East-Central Africa Division
EGW	Ellen G. White
EGWRC	Ellen G. White Research Centre
HoD	Head of Department

1.5 Principal Responsibility

The Director of Ellen G. White Research Centre shall ensure adherence to this procedure.

1.6 Inputs

The need to prepare a budget and report for the EGWRC to the EGWRC Supervisory Committee –ECD.

1.7 Resources

- a) Personnel
- b) Venue
- c) UEAB Budget record for EGWRC



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2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

No predecessor process

2.2 Process Steps

Step	Activity	Record	Responsibility
2.2.1	This procedure shall start in January every year with the Director of Ellen G. White Research Centre, preparing the Director's Annual Report guided by:- a) previous year's Calendar of Events; b) the previous year's budget; and c) ECD Spirit of Prophecy Coordinator Itinerary.	Draft annual report	Director of Ellen G. White Research Centre
2.2.2	Upon preparing of the draft Annual Report, the Director of Ellen G. White Research Centre shall engage the DVC-Finance to prepare the annual budget. In preparing the budget, the following shall be considered:- a) Previous Budget; and b) The Centre's planned activities.	Draft Balanced annual budget statement	Director of Ellen G. White Research Centre
2.2.3	Upon preparing the balanced budget, the Director of Ellen G. White Research Centre shall forward it to the VC for internal approval.	Approved Balanced annual budget statement	VC



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Step	Activity	Record	Responsibility
	In approving the budget, the VC shall consider the criteria in 2.2.2.		
2.2.4	Upon approval, the Director of Ellen G. White Research Centre, shall engage the Chairperson of the EGWRC Supervisory Committee to collaboratively prepare the agenda for the EGWRC Supervisory Committee meeting.	Evidence of communication	Director of Ellen G. White Research Centre
2.2.5	After preparing the agenda collaboratively, the Chairperson of the EGWRC Supervisory Committee shall schedule a date for the meeting.	Scheduled date	EGWRC Supervisory Committee Chairperson
2.2.6	Upon scheduling the date for the EGWRC Supervisory Committee meeting, the Director of Ellen G. White Research Centre shall communicate to all the members of the EGWRC Supervisory Committee. The communication shall be done at least 3 weeks to the meeting.	Evidence of communication	EGWRC Director
2.2.7	During the EGWRC Supervisory Committee meeting, the Committee discusses the following: a) Minutes of the previous meeting	Minutes of meeting	Director of Ellen G. White Research Centre



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Step	Activity	Record	Responsibility
	b) EGWRC director's previous annual report c) Budget d) EGWRC director's itinerary for the current year.		
2.2.8	Subsequently after the EGWRC Supervisory Committee meeting, the Director of Ellen G. White Research Centre as the Secretary of EGWRC Supervisory Committee shall prepare the minutes of foregone meeting within 2 weeks of meeting.	Minutes of meeting	Director of Ellen G. White Research Centre
2.2.9	Based on the resolutions of the meeting, the Director of Ellen G. White Research Centre together with the EGWRC Supervisory Committee Chairperson shall ensure follow up of the action plan and update the Committee in the subsequent meeting.	Report on follow up	Director of Ellen G. White Research Centre

2.3 Process Output

Conducted meeting with clear resolutions.

2.4 Subsequent Processes

No subsequent processes.

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Time and timeliness of meetings	Turnaround time for communication of notice and minutes of meetings

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Study, Research, Archiving and Digitization

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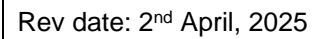
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Study, Research, Archiving and Digitization

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1.0 GENERAL

1.1 Purpose

To ensure consistency and efficiency in enabling study, research, archiving, and digitization at Ellen G. White Research Centre, UEAB.

1.2 Scope

The procedure applies to enabling study, research, archiving, and digitization at the Ellen G. White Research Centre, UEAB.

1.3 References

Document category	Document title
Policy	General Conference Policy
Policy	East-Central Africa Division Policy
Policy	UEAB Bulletin

1.4 Terms and Definitions

Abbreviation/Term	Description
EGW Estate	Ellen G. White Estate
EGW	Ellen G. White
EGWRC	Ellen G. White Research Centre
ToR	Terms of Reference

1.5 Principal Responsibility

The Director of Ellen G. White Research Centre shall ensure adherence to this procedure.

1.6 Inputs

The need to acquaint UEAB and ECD with Ellen G. White and her writings.

1.7 Resources

- a) Personnel
- b) Facility
- c) Bible
- d) Ellen G. White books
- e) Ellen G. White related books
- f) Relevant research books
- g) Stationery
- h) Internet



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i) Computers

j) Camera

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

No predecessor process.

2.2 Process Steps

2.2.1 Archiving and digitization

Step	Activity	Record	Responsibility
2.2.1.1	This procedure shall start with the Director receiving material from EGW Estate and other entities.	Received Material	Director of Ellen G. White Research Centre
2.2.1.2	On receiving the material, the Director shall ensure that it is archived in the relevant platform and the Archival Register is updated.	Archival Register	Director of Ellen G. White Research Centre

2.2.2 Study

Step	Activity	Record	Responsibility
2.2.2.1	This procedure shall start with the Assistant receiving a client that wants to use the Centre.		EGWRC Assistant
2.2.2.2	The Assistant shall, based on the request: a) provide the material; b) update the Source Material Issuance Register; and c) direct the client to the Centre for study.	Source Material Issuance Register	EGWRC Assistant
2.2.2.3	The Assistant shall after the client completes study collect		EGWRC Assistant



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Step	Activity	Record	Responsibility
	the book, update the Source Material Issuance Register and ensure it is shelved accordingly.		

2.2.3 Research

Step	Activity	Record	Responsibility
2.2.3.1	This procedure shall start with the Director identifying a research need and preparing a proposal. In need identification, the Director shall consider:- a) Previous reports; b) Lack of inadequate information on a topic; and c) Inadequate materials and artifacts.	Proposal	Director of Ellen G. White Research Centre
2.2.3.2	Upon preparation of the proposal, the Director shall forward it to the VC for approval. In approving the need, the VC shall consider the viability of the research and the availability of funds.	Approved Proposal	VC
2.2.3.3	Upon approval, the Director shall develop Terms of reference for engaging a Consultant or nominate a team for appointment by VC.	Terms of Reference Appointment Letters	VC
2.2.3.4	Upon engaging a Consultant or appointment of the Team, the	Implemented ToRs	Director of Ellen G. White



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Step	Activity	Record	Responsibility
	Director shall ensure that the ToRs are met.		Research Centre
2.2.3.5	On receiving the report, the Director shall ensure that it is validated and approved by the Adboard.	Research Report	Director of Ellen G. White Research Centre
2.2.3.6	Upon approval, the Director shall disseminate it to the relevant users.	Evidence of dissemination	Director of Ellen G. White Research Centre

2.3 Process Outputs

- a) Archived Material
- b) Issued and returned Centre Materials
- c) Conducted research

2.4 Subsequent Processes

No subsequent process.

3.0 PROCESS KEY PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Evaluation
Accuracy and completeness of Centre records	Number of incidents of inaccurate records per Semester
% of concluded research	Number of research proposals implemented

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Spirit of Prophecy Seminar

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Spirit of Prophecy Seminar

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1.0 GENERAL

1.1 Purpose

To ensure consistency, timeliness and effectiveness in conducting Spirit of Prophecy Seminars.

1.2 Scope

This procedure applies to conducting Spirit of Prophecy Seminars in the East-Central Africa Division.

1.3 References

Document Category	Document Title
Policy	GC Policy
Policy	ECD Policy

1.4 Terms and Definitions

Abbreviation/Term	Description
GC	General Conference of the Seventh-day Adventist
ECD	East-Central Africa Division
EGWRC	Ellen G. White Research Centre
EGW	Ellen G. White
EGWEBO	Ellen G. White Estate Branch Office

1.5 Principal Responsibility

The ECD Publishing and Spirit of Prophecy Coordinator shall ensure that this procedure is implemented and maintained.

1.6 Inputs

The need to acquaint ECD Seventh-day Church members and non-members with Ellen G. White and her writings.

1.7 Resources

- a) Personnel
- b) Spirit of Prophecy books
- c) Venue
- d) Computer
- e) Projector



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f) Stationery

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

Ellen G. White Research Centre Supervisory Committee Meeting

2.2 Process steps

Step	Activity	Record	Responsibility
2.2.1	This procedure shall start with the ECD Publishing and Spirit of Prophecy Coordinator arranging for Spirit of Prophecy seminars with the Union, Conference, and Church leaders within ECD guided by the following: a) Topics to be discussed; b) Schedule for the dates of the meetings; c) Presenters; d) Itinerary budget; and e) Language used in the host region.	Evidence of communication Seminar Program. ECD-EGWRC Supervisory Committee approved itinerary budget	ECD Publishing and Spirit of Prophecy Coordinator
2.2.2	Upon arranging the meeting, the ECD Publishing and Spirit of Prophecy coordinator shall inform the Director of Ellen G. White Research Centre and EGWEBO Director about the meeting, including venue and date(s).	Evidence of communication	ECD Publishing and Spirit of Prophecy coordinator
2.2.3	Upon arrival to the venue, the ECD Publishing and Spirit of Prophecy coordinator, EGWEBO Director, and Director of Ellen G.	Implemented Program and Schedule	ECD Publishing and Spirit of Prophecy Coordinator



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Step	Activity	Record	Responsibility
	White Research Centre shall execute the plan to the end as programmed.		
2.2.4	After returning to their respective places of duty, the ECD Publishing and Spirit of Prophecy coordinator and Director of Ellen G. White Research Centre shall write a report for their respective authorities.	Report	ECD Publishing and Spirit of Prophecy coordinator Director of Ellen G. White Research Centre

2.3 Process Output

Effectively conducted Spirit of Prophecy Seminar.

2.4 Subsequent Processes

No subsequent process.

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Level of implementation of Planned Seminars	% of Seminars conducted as scheduled

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Heritage Week

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Heritage Week

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Heritage Week

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1.0 GENERAL

1.1 Purpose

To ensure consistency, timeliness and effectiveness in conducting the Heritage Week.

1.2 Scope

This procedure applies to conducting the Heritage Week for UEAB.

1.3 References

Document Category	Document Title
Guideline	Calendar of Events

1.4 Terms and Definitions

Abbreviation/Term	Description
EGW	Ellen G. White
EGWRC	Ellen G. White Research Centre
VC	Vice Chancellor
DVC Academics	Deputy Vice-Chancellor in-charge of Academics

1.5 Principal Responsibility

The Director of Ellen G. White Research Centre shall ensure adherence to this procedure.

1.6 Inputs

The need to acquaint UEAB Community with Ellen G. White and her writings.

1.7 Resources

- a) Personnel
- b) Venue
- c) Bible
- d) Ellen G. White books
- e) Stationery
- f) Projectors
- g) Screens



Heritage Week

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2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

No predecessor process.

2.2 Process steps

Step	Activity	Record	Responsibility
2.2.1	This procedure shall start within the month of June every year with the Director of Ellen G. White Research Centre, preparing the program for the Heritage Week guided by: a) Calendar of events; b) Mission statement; and c) Previous Heritage Week theme.	Draft Heritage Week program	Director of Ellen G. White Research Centre
2.2.2	Upon completing the draft of the program, the Director of Ellen G. White Research Centre shall forward the program to the VC for approval.	Approved program of Heritage Week	VC
2.2.3	Upon approval, the Director shall forward the program to the DVC Academics, DVC SAS, University Chaplain and HoD Physical Plant.	Evidence of communication	Director of Ellen G. White Research Centre
2.2.4	The Director of Ellen G. White Research Centre preaches and presents to the UEAB community and online viewers based on a chosen theme relevant to Ellen G. White.	Copies of the presentation	Director of Ellen G. White Research Centre



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Step	Activity	Record	Responsibility
2.2.5	During the Heritage Week, the Director of Ellen G. White Research Centre shall make sure that the program runs accordingly.	Implemented program	Director of Ellen G. White Research Centre
2.2.6	Subsequently after the Heritage Week, the Director of Ellen G. White Research Centre shall prepare the Heritage Week Report.	Heritage Week Report	Director of Ellen G. White Research Centre

2.3 Process Output

Effectively conducted Heritage Week.

2.4 Subsequent Processes

Ellen G. White Research Centre Supervisory Committee Meeting

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Level of implementation of program for the Heritage Week	% of Heritage Week conducted as scheduled per year