UPC	*250.1.4.1 **MANAGEMENT OF MATERIAL RESOURCES***	

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| | 250.1.4.1 *MANAGEMENT OF MATERIAL RESOURCES* | |

1. PURPOSE

The purpose of this process is to establish the system by which the ETSECCPB guarantees continuous improvement in the management of resources and infrastructure.

2. SCOPE OF THE PROCESS

This process of application to the material resources and infrastructures used for the development of its activities.

3. REFERENCES / REGULATIONS

The sources to be taken into account in the management and review of material resources are, among others, the following:

ÿ Organic Law 6/2001, of 21 December on Universities. ÿ

Organic Law 4/2007, of 12 April, amending Organic Law 6/2001, of 21 December on Universities.

ÿ Organic Law 30/2007, of 30 October on administrative contracting ÿ

Legislation on prevention Occupational Risk Management (Personnel Service - https://www.upc.edu/prevencio/)

ÿ Manual of economic management and the Budget of the UPC (Service of Economy of the UPC - http://www.upc.edu/info/economia/)

ÿ UPC Sustainability Policies (http://www.upc.edu/sostenible2015)

Regarding the regulatory framework outside the center, see also the year x II of the document *Presentation of the Internal Quality Assurance Systems of the UPC.*

. DEFINITIONS 4

Material resources and infrastructures: Facilities (teaching rooms, computer rooms, library, study rooms, teachers 'room, meeting rooms, offices, computer center, doctoral students' room, changing rooms, presentation rooms, etc. 'others), equipment and scientific
c material, for the development of the teaching-learning process.

. PROCESS DEVELOPMENT 5

5.1. Detection and definition of needs

The school management team defines the projects to be launched in a given period, gathering from the different groups of interest the needs in resources and infrastructures and prioritizes and programs the actions.

The head of management and support services / quality coordinator analyzes the feasibility and, if necessary, carries out the a s efforts to obtain other sources of funding to cover these needs.

ᴸthe Head of Management and Support Services prepares the preliminary draft of the School's budget, which will be submitted to the Management Team for validation. The Management Team will present p

ᵗʰᵉPreliminary draft budget to the ETSECCPB Standing Committee for approval.
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5.2. Acquisition and maintenance

The acquisition of goods will be made in accordance with am   b the current procurement regulations, R
   UPC Heritage Act, the UPC's economic management manual and the school's internal procurement process for goods and services.

In any case, the management team v   etllará for compliance with regulations on equipment safety, ergonomics,
ˢoccupational hazards, etc. It will also monitor compliance
emergency and evacuation plans.

Depending on the nature of the material resources, the maintenance and management of its resources through the ICT
                        Services of the ETSECCPB and in the Area of Resources and Incidents, is carried out.
ˢSchool services, in accordance with the internal process of maintaining and managing incidents of material resources.

ᴱIn the case of centrally managed resources, the School management will transfer the needs to the corresponding Service for their execution.

5.3 Information to stakeholders on new material resources Through the media
available to the School, the School provides the public and detailed information on new
of use, if applicable.

5.4 Maintenance and incident management of material resources A
   through the designed applications, with the support of the intranet, it will be possible to monitor resources, manage
incidents and the possibility of proposing   see improvements and needs.

5.5 Analysis and proposals for the improvement of material resources P
   periodically, the quality coordinator / head of management and support services will analyze the in
   forms of indicators and will assess the adequacy of resources to the objectives set.

6. MONITORING AND MEASUREMENT

Periodically, the Management Team will analyze the report of indicators and results   presented by the quality
ᵉcoordinator / head of management and support services of the ETSECCPB and will be
Standing Committee, with proposals for improvement, for approval.

ᴬmb the results that are extracted will be accountable to the different groups d
   'interest, by means of a report or public presentations.

7. EVIDENCE

Identification of evidence	State of the evidence	File support	Custody manager	Conservation time
ETSECCPB Budget -		Paper and / or computer	ARS	6 years
Material resources application document	-	Paper and / or computer	ARS	6 years
Report of indicators and results.	Pending elaboration	Paper and / or computer	ARS	6 years
Process - Acquisition of goods and services	Pending elaboration	Paper and / or computer	ARS	6 years
Process - Maintenance and incident management of material resources	Pending elaboration	Computer	ARS	6 years

8. RESPONSIBILITIES

Management Team: Validate the detection and definition of both ordinary and extraordinary infrastructure needs and prioritize actions to meet defined needs.
Validate the indicators and results report and establish process improvements. Establishes weekly meetings and reports on decision-making arrangements.

Standing Committee: Approves the budget and results report, indicators and proposals for improvement presented by the Management Team. It uses meetings and events as a mechanism for decision making.

Academic Evaluation Committee: Approves the results report and makes it public through the public information process. It uses meetings and events as a mechanism for decision making.

Quality Coordinator / Head of Management and Support Services: Prepare the ETSECCPB draft budget, results report, indicators and proposals for improvement. The meetings of the Technical Council (all the heads of the management area of the School) that are held fortnightly are the mechanism for decision-making.

Resources and Services Area: Execute the acquisition of goods and services and manage the maintenance of the infrastructures in accordance with the prioritization of the actions carried out by the Management Team and the UPC economic regulations.

9. SUMMARY SHEET

RESPONSIBLE BODY		Management Team
	INVOLVED AND MECHANISMS OF PARTICIPATION	9 Teachers, Students and PAS: Through their representatives in the Standing Committee. Mechanisms to ensure participation: satisfaction surveys, suggestion boxes, and the publication and communication of accountability. 9 Management Team: Through its participation in the Standing Committee, as well as with its meetings and documents derived from the exercise of its management responsibilities. 9 Public Administrations: With the elaboration of the regulatory frameworks that are its competence. 9 Board of Trustees: through the meetings established with the management of the School.
	ACCOUNTABILITY	The Standing Committee will approve the report of the results and any publication of it in accordance with the Public Information procedure. decisions are detailed in section 8 of the procedure.
MECHANISMS FOR MAKING DECISIONS		This section lists the different positions and bodies that are responsible for making decisions.
COLLECTION AND ANALYSIS OF INFORMATION		The information obtained from the participation mechanisms is collected for processing, analysis and subsequent evaluation.
FOLLOW-UP, REVIEW AND IMPROVEMENT		The head of the centre's support and management services / quality coordinator has the function of receiving information from those responsible for internal services and will ensure that its objectives are achieved. The Management Team and the Head of Support Services and Quality Management / Coordinator will develop the mechanisms to ensure the satisfaction, needs and expectations of the different users or stakeholders.

10. FLUXGRAM

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ETSECCPB policy
and objectives                          Home
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- **Teaching model**
- **Training program**
- **UPC budget**
- **Internal and external calls**

- **Environmental policies**
- **Sustainability policies**
- **Occupational risk prevention policies**

- **School Budget**

Detection of resource and infrastructure needs

Management Team / Head of Services

Management and Support

Request for needs of stakeholders

Feasibility of the project? —NO→ **Funding search** — **Management Team**

YES ↓

Prioritization of actions ← YES — **Is it achieved?**

Management Team

NO ↓

The end

Assessment of actions

Head of Management and Support Services

Elaboration draft budget

- Contract law
- Regulation of Heritage
- Manual of economic management of the UPC

Acquisition of goods and services and maintenance

Resources and Services Area

Acquisition of goods and services

Maintenance and incident management of material resources

Information and communication to stakeholders on new material resources

Resources and Services Area

250.1.6.1 Publication of information

(1)

(1)

Incident management

Resources and Services Area

250.1.5.1
Incident management

Preparation of the results report

**Quality Coordinator /
Head of Management Services and
Support**

250.1.5.1
Analysis of results

Report
- List of indicators
- Analysis of results
- Suggestions for improvement

Validation of the results report

Management Team

NO

Is it valid?

YES

**Presentation of the results report and proposals
for improvement to the Commission
Permanent**

Management team

NO

**Do you approve proposals for
improvement?**

Minutes of the Evaluation Committee
Academic

YES

Information and dissemination

**Head of Services / Coordinator of
Quality**

250.1.6.1
Publication of
information

The end