University of Amsterdam



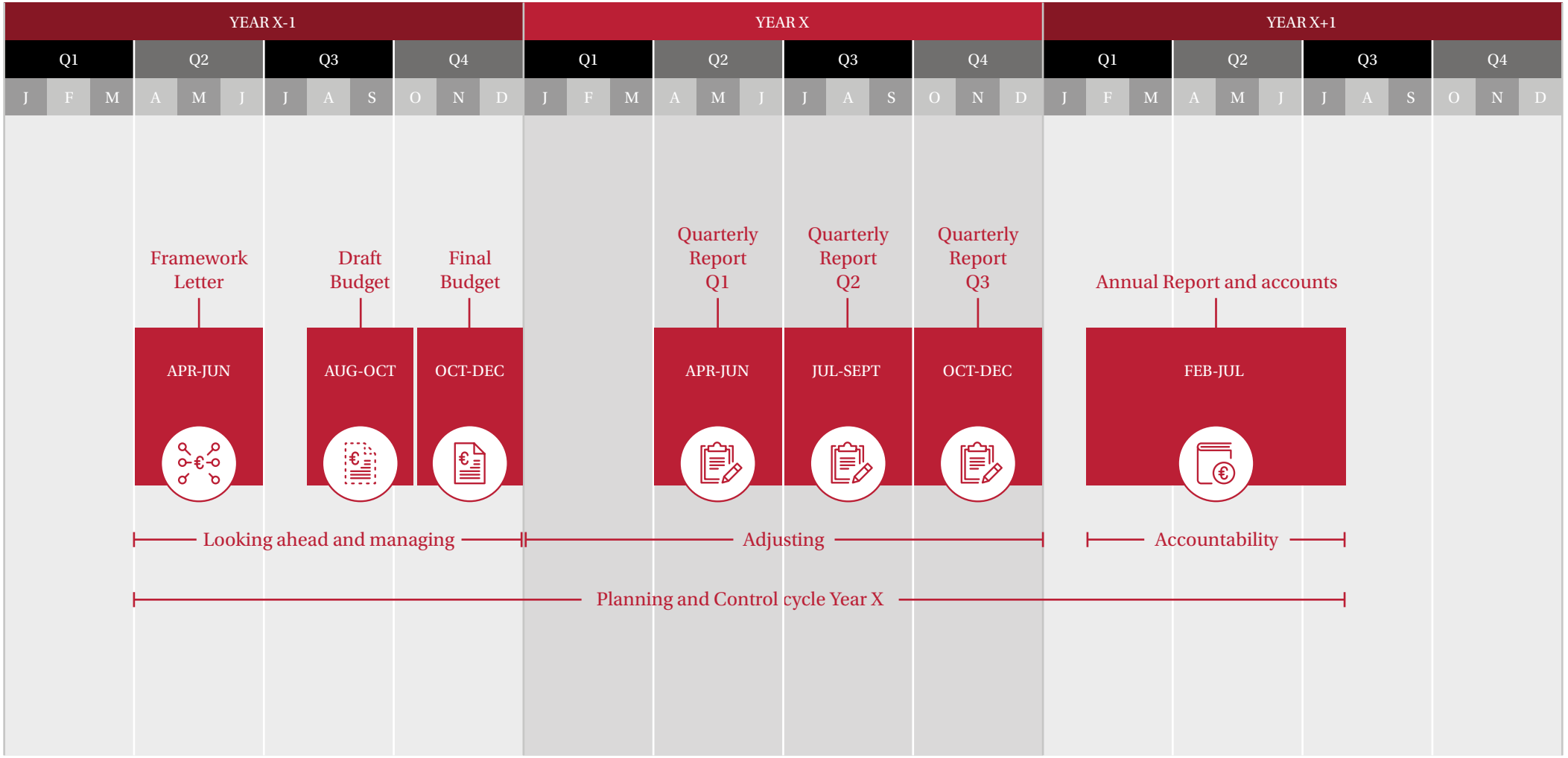
The steps of the Planning and Control cycle

This interactive PDF shows the process of the University of Amsterdam Planning and Control Cycle. This cycle is part of the Governance Model of the UvA. The visualisation shows the various steps that make up the process.

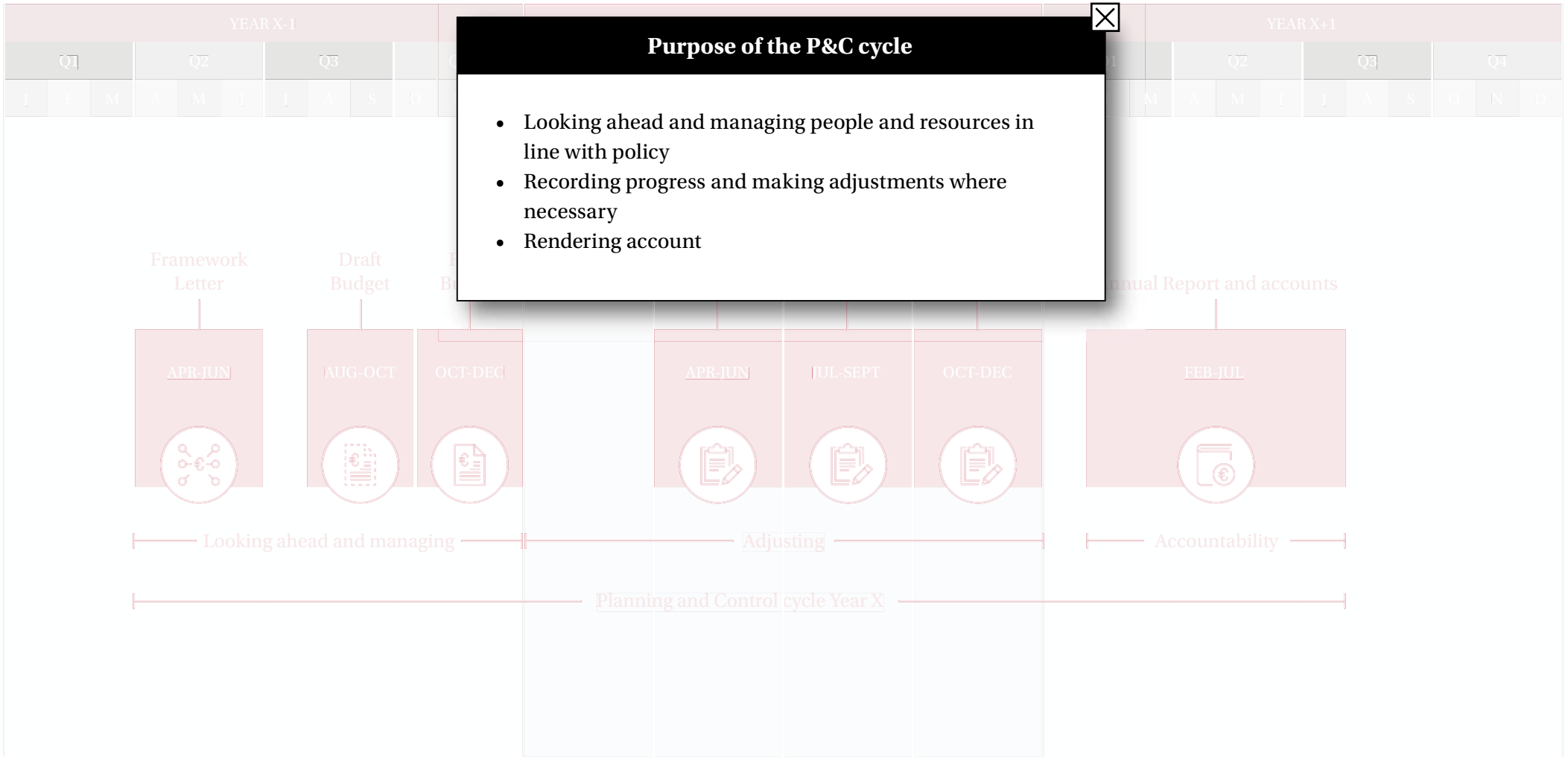
Click on the buttons in the visualisation to read about what happens during each step. If you click on the close button, the text will disappear.

uva.nl

What are the steps that make up the Planning and Control cycle?



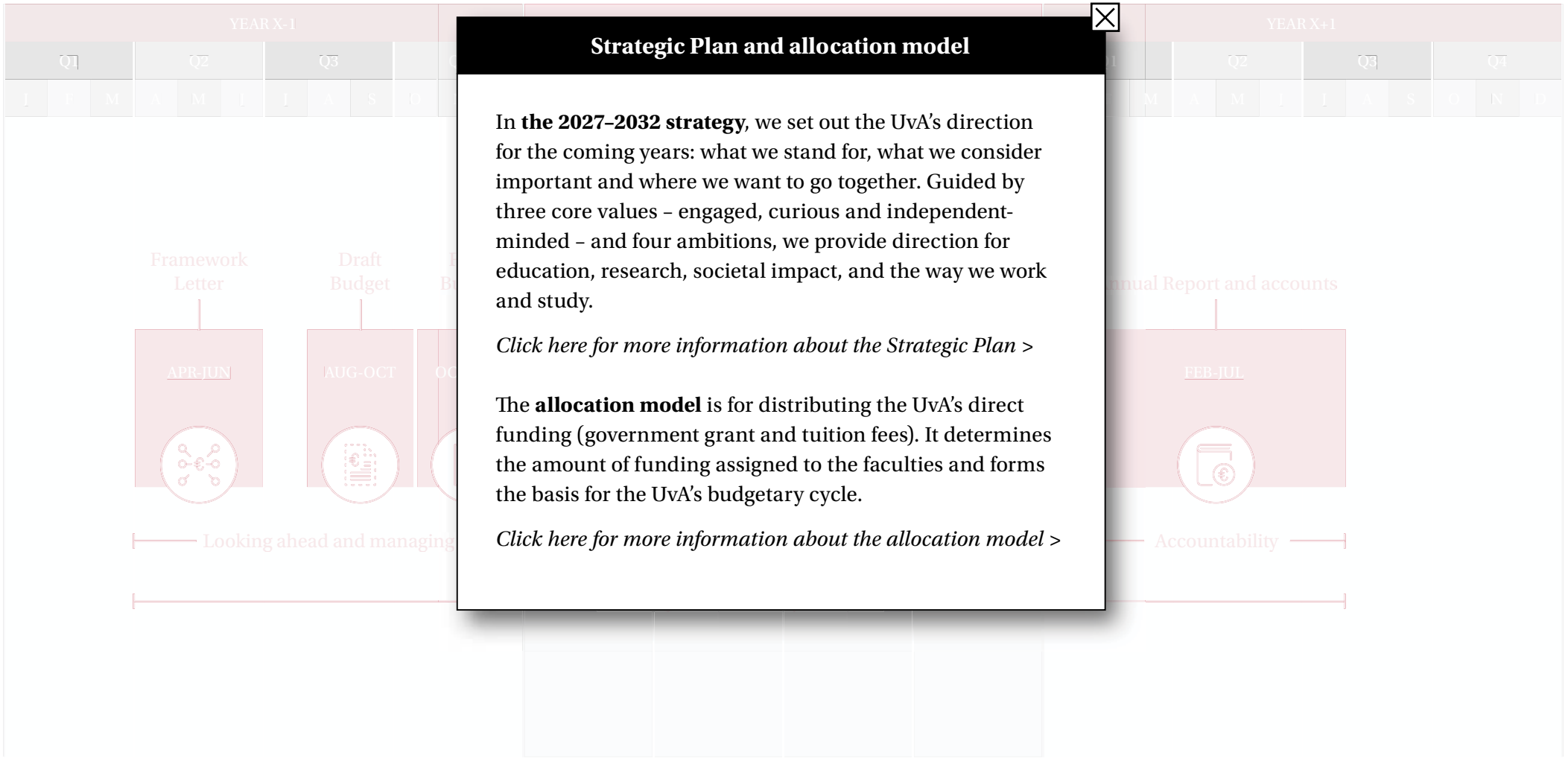
What are the steps that make up the Planning and Control cycle?



Purpose of the P&C cycle

- Looking ahead and managing people and resources in line with policy
- Recording progress and making adjustments where necessary
- Rendering account

What are the steps that make up the Planning and Control cycle?



Strategic Plan and allocation model

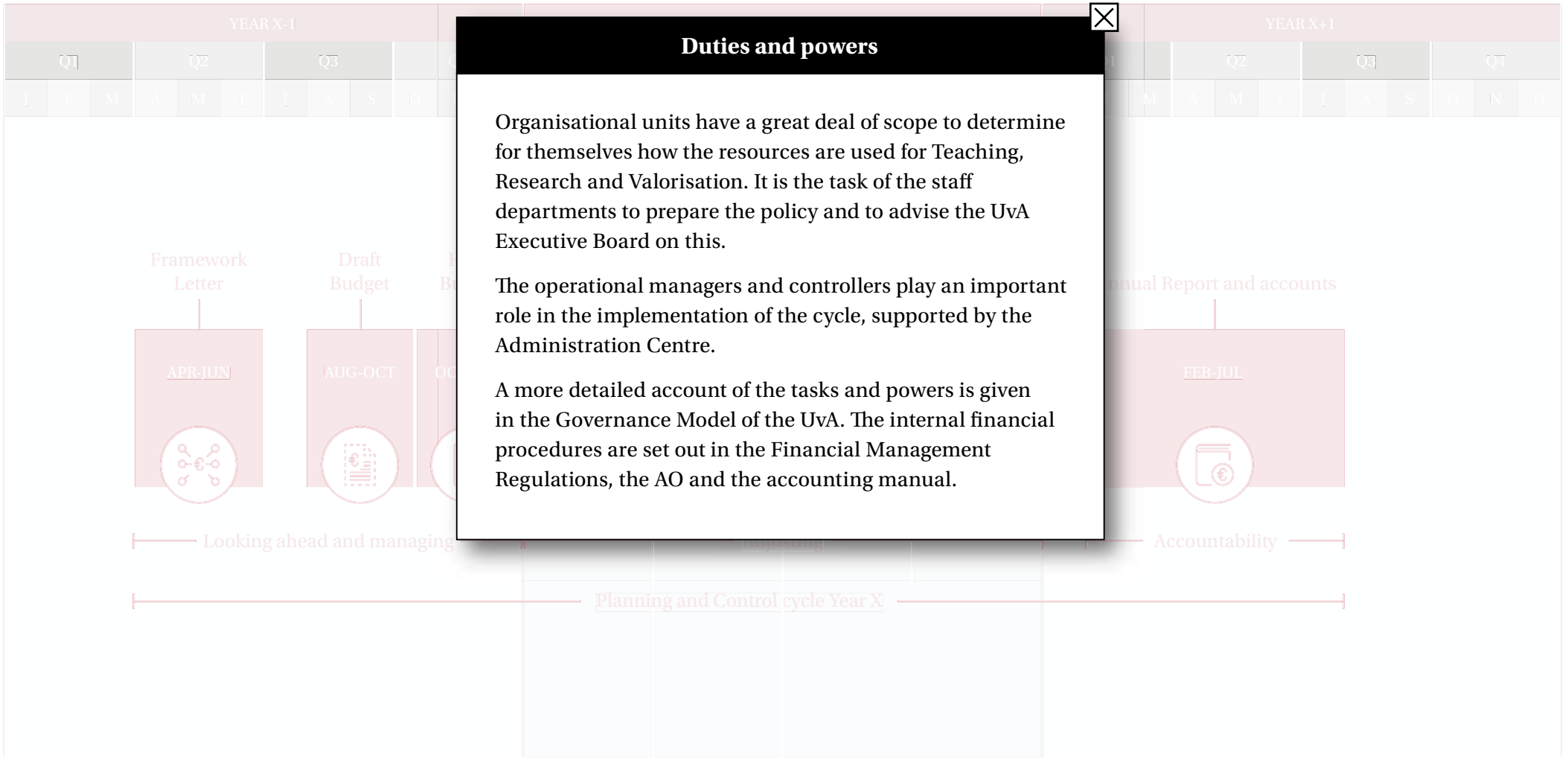
In **the 2027–2032 strategy**, we set out the UvA's direction for the coming years: what we stand for, what we consider important and where we want to go together. Guided by three core values – engaged, curious and independent-minded – and four ambitions, we provide direction for education, research, societal impact, and the way we work and study.

Click here for more information about the Strategic Plan >

The **allocation model** is for distributing the UvA's direct funding (government grant and tuition fees). It determines the amount of funding assigned to the faculties and forms the basis for the UvA's budgetary cycle.

Click here for more information about the allocation model >

What are the steps that make up the Planning and Control cycle?



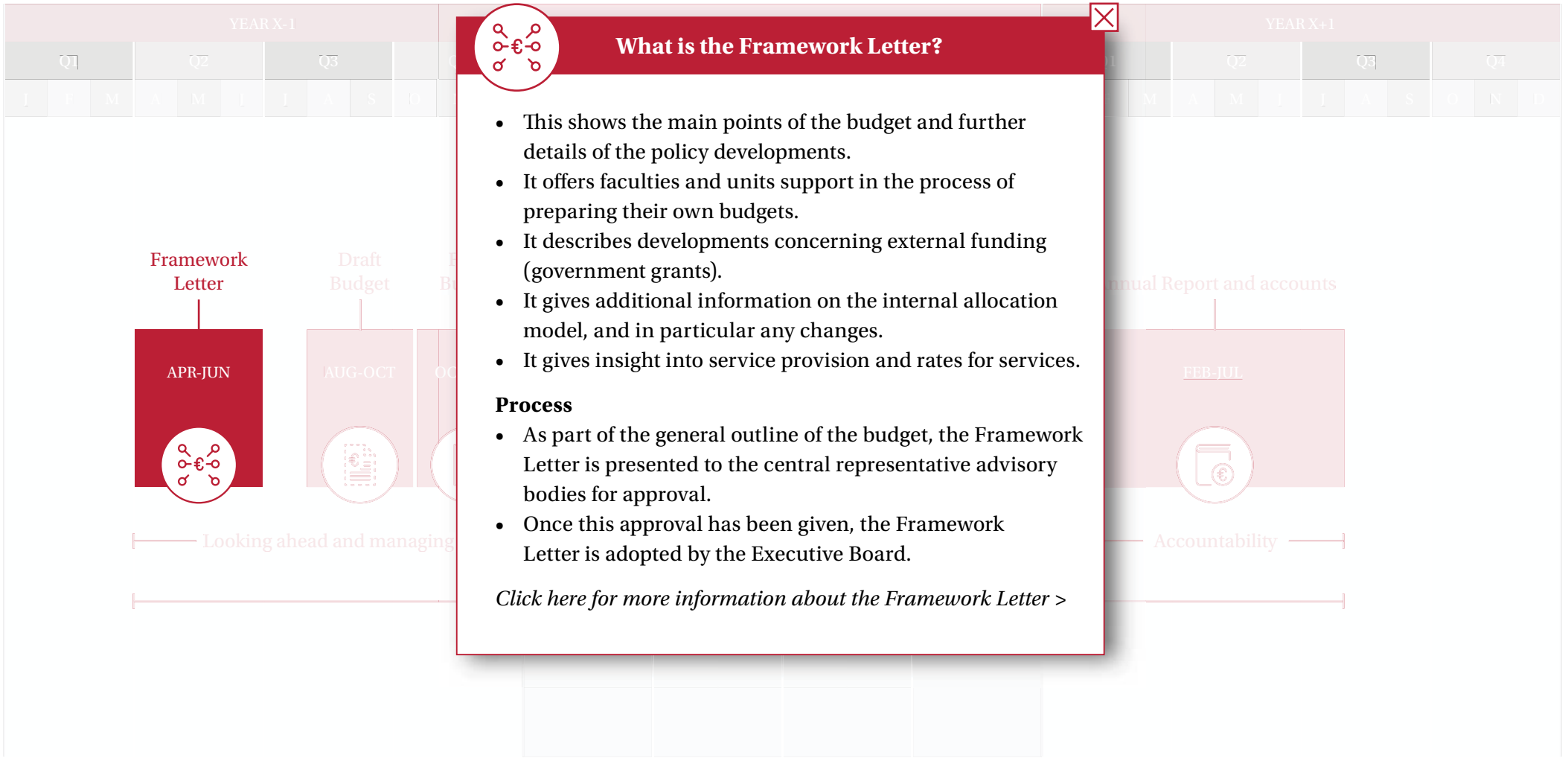
Duties and powers

Organisational units have a great deal of scope to determine for themselves how the resources are used for Teaching, Research and Valorisation. It is the task of the staff departments to prepare the policy and to advise the UvA Executive Board on this.

The operational managers and controllers play an important role in the implementation of the cycle, supported by the Administration Centre.

A more detailed account of the tasks and powers is given in the Governance Model of the UvA. The internal financial procedures are set out in the Financial Management Regulations, the AO and the accounting manual.

What are the steps that make up the Planning and Control cycle?



What is the Framework Letter?

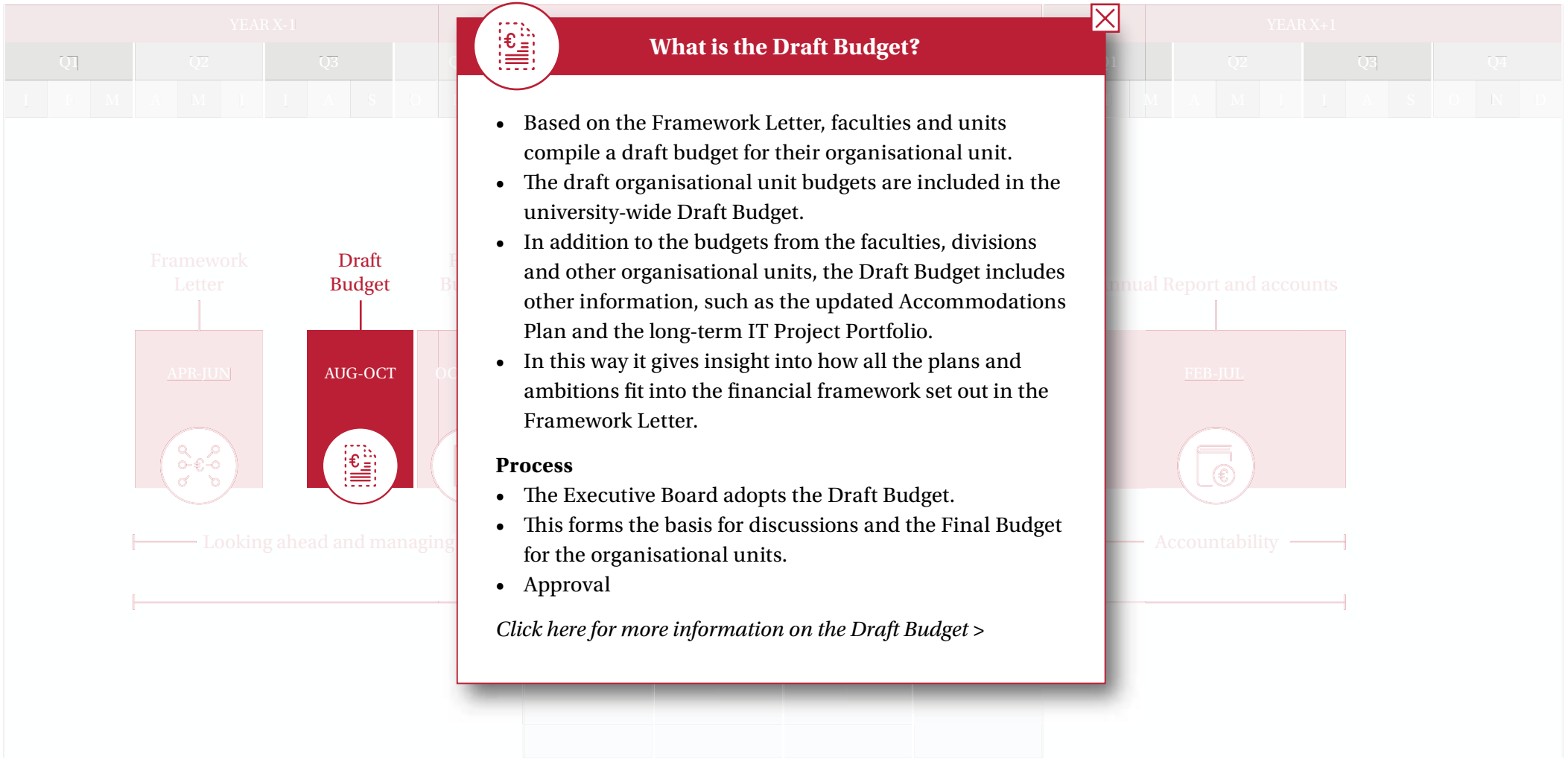
- This shows the main points of the budget and further details of the policy developments.
- It offers faculties and units support in the process of preparing their own budgets.
- It describes developments concerning external funding (government grants).
- It gives additional information on the internal allocation model, and in particular any changes.
- It gives insight into service provision and rates for services.

Process

- As part of the general outline of the budget, the Framework Letter is presented to the central representative advisory bodies for approval.
- Once this approval has been given, the Framework Letter is adopted by the Executive Board.

Click here for more information about the Framework Letter >

What are the steps that make up the Planning and Control cycle?



What is the Draft Budget?

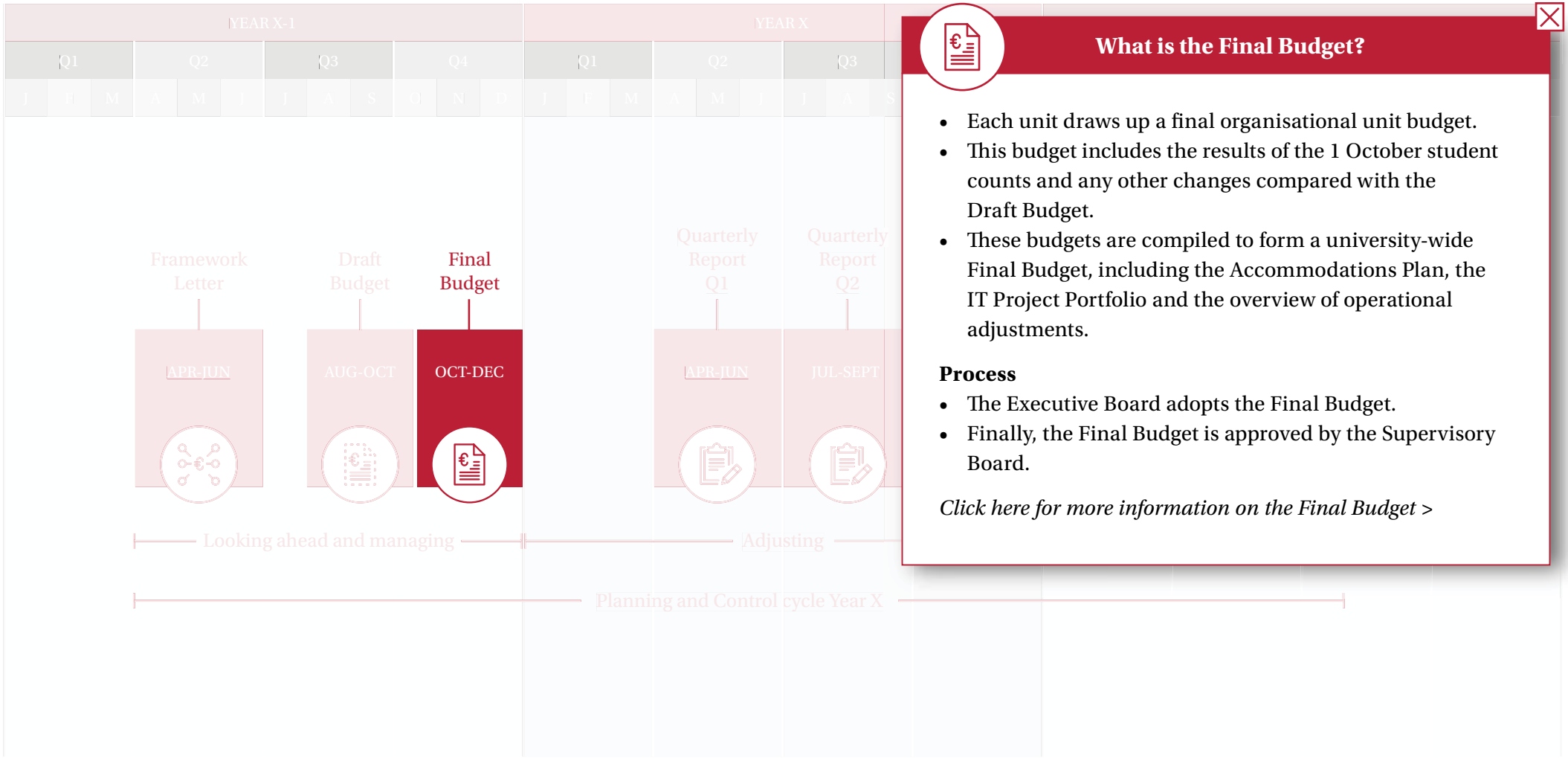
- Based on the Framework Letter, faculties and units compile a draft budget for their organisational unit.
- The draft organisational unit budgets are included in the university-wide Draft Budget.
- In addition to the budgets from the faculties, divisions and other organisational units, the Draft Budget includes other information, such as the updated Accommodations Plan and the long-term IT Project Portfolio.
- In this way it gives insight into how all the plans and ambitions fit into the financial framework set out in the Framework Letter.

Process

- The Executive Board adopts the Draft Budget.
- This forms the basis for discussions and the Final Budget for the organisational units.
- Approval

Click here for more information on the Draft Budget >

What are the steps that make up the Planning and Control cycle?



What is the Final Budget?

- Each unit draws up a final organisational unit budget.
- This budget includes the results of the 1 October student counts and any other changes compared with the Draft Budget.
- These budgets are compiled to form a university-wide Final Budget, including the Accommodations Plan, the IT Project Portfolio and the overview of operational adjustments.

Process

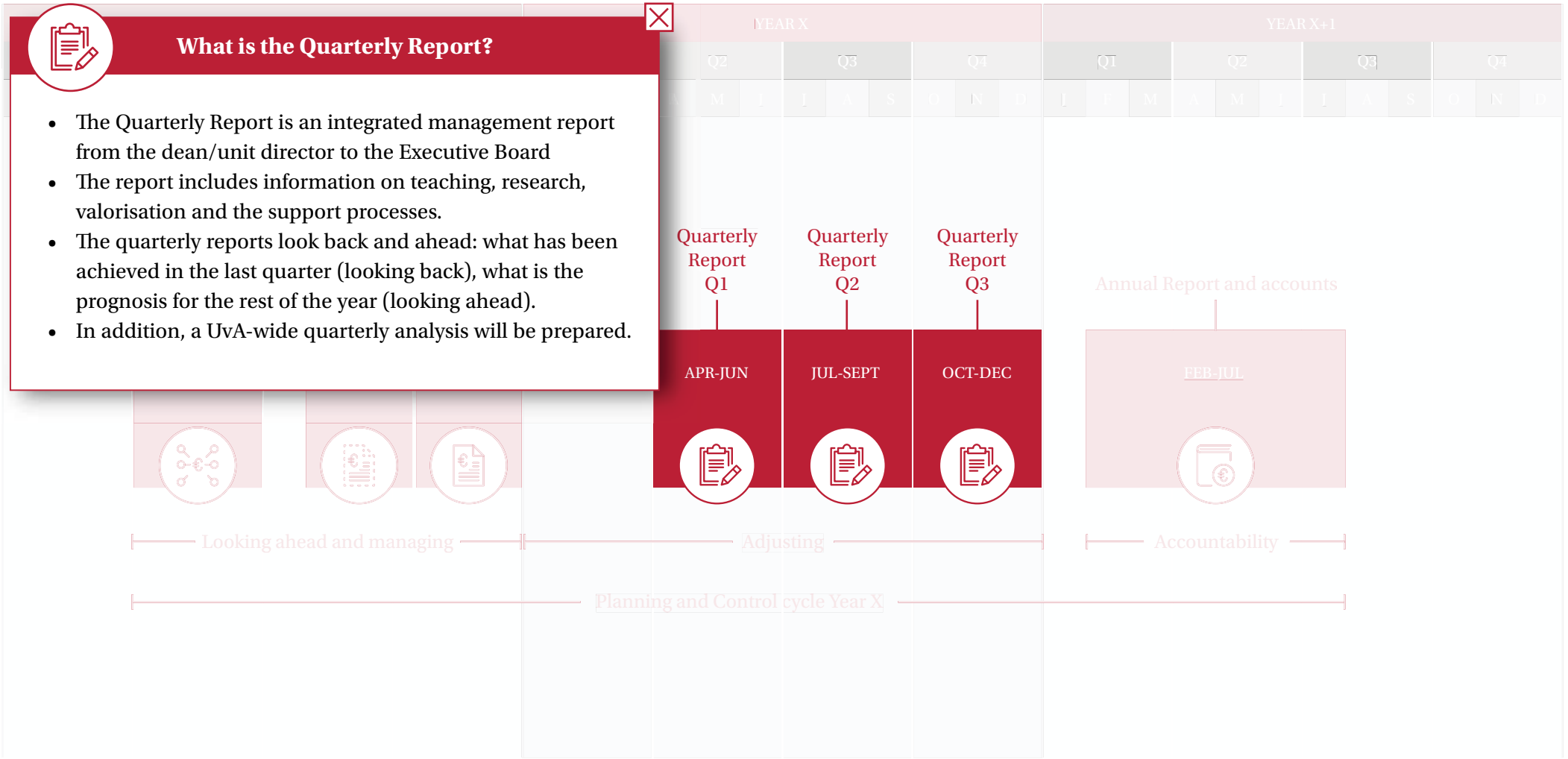
- The Executive Board adopts the Final Budget.
- Finally, the Final Budget is approved by the Supervisory Board.

Click here for more information on the Final Budget >

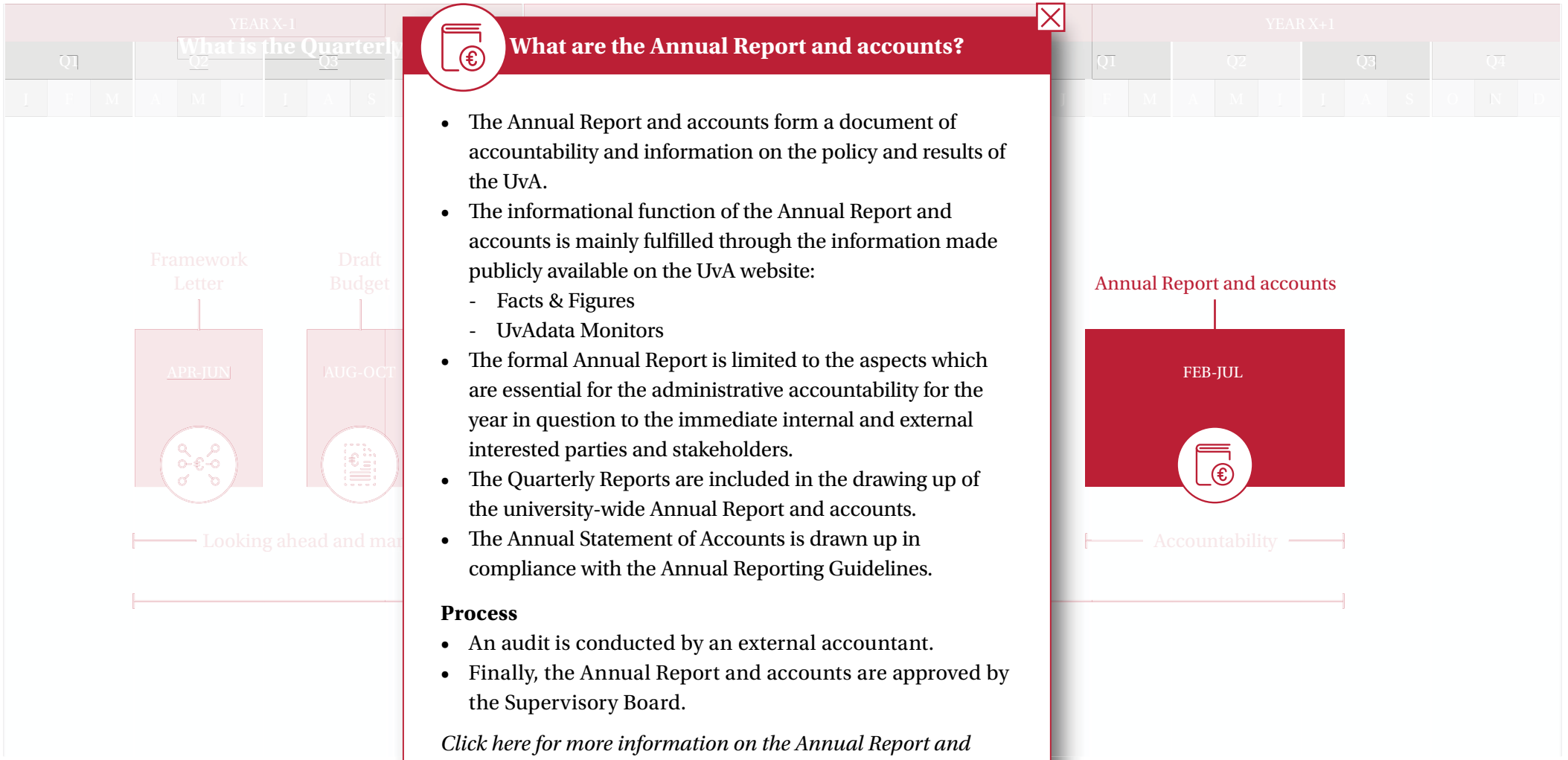
What are the steps that make up the Planning and Control cycle?

What is the Quarterly Report?

- The Quarterly Report is an integrated management report from the dean/unit director to the Executive Board
- The report includes information on teaching, research, valorisation and the support processes.
- The quarterly reports look back and ahead: what has been achieved in the last quarter (looking back), what is the prognosis for the rest of the year (looking ahead).
- In addition, a UvA-wide quarterly analysis will be prepared.



What are the steps that make up the Planning and Control cycle?



What are the Annual Report and accounts?

- The Annual Report and accounts form a document of accountability and information on the policy and results of the UvA.
- The informational function of the Annual Report and accounts is mainly fulfilled through the information made publicly available on the UvA website:
  - Facts & Figures
  - UvAdata Monitors
- The formal Annual Report is limited to the aspects which are essential for the administrative accountability for the year in question to the immediate internal and external interested parties and stakeholders.
- The Quarterly Reports are included in the drawing up of the university-wide Annual Report and accounts.
- The Annual Statement of Accounts is drawn up in compliance with the Annual Reporting Guidelines.

Process

- An audit is conducted by an external accountant.
- Finally, the Annual Report and accounts are approved by the Supervisory Board.

Click here for more information on the Annual Report and accounts >