

**GUIDELINES FOR REB'S TEXTBOOK ARTWORK
APPROVAL PROCESSES**

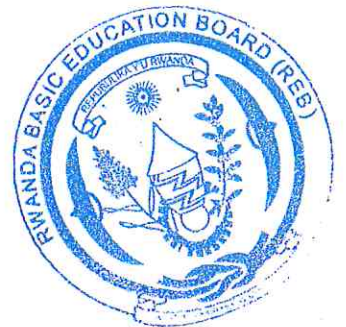


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1. INTRODUCTION

The textbook artwork approval time has proved to be amongst the determinant factors of REB's Textbook Supply chain in REB's textbook provision and printing initiative. The start and end date of printing contracts are determined by the agreed estimated timeline of the textbook artwork approval. Artwork approval is not the only determinant factor, however, REB strongly believes that if textbook artwork approval process takes not more than 30 working days as always stipulated in any printing contract, textbook delivery delays will be minimized to a satisfactory level. For this to be realized, there is a need for each involved stakeholder to be held accountable for them to execute their mandate in the process effectively without any delays. For this to be expedited to meet the timelines, the involved parties have a role to play. These parties are REB/ Curriculum Teaching and Learning Resources Department and contracted printing industry. One party's failure affects REB's textbook supply chain timelines and this leads to unbearable delays in textbook delivery at schools and in the long-run affects the students' learning outcomes. REB intends to mitigate these delays by holding each player at the level of textbook artwork approval accountable.

These guidelines are intended to be the blueprint for REB and contracted printing industries to improve and speed-up the textbook artwork approval processes as a way to mitigate the perpetual delays in the textbook delivery to schools. In addition, these guidelines will be used as a handy document during contract preparation by REB.

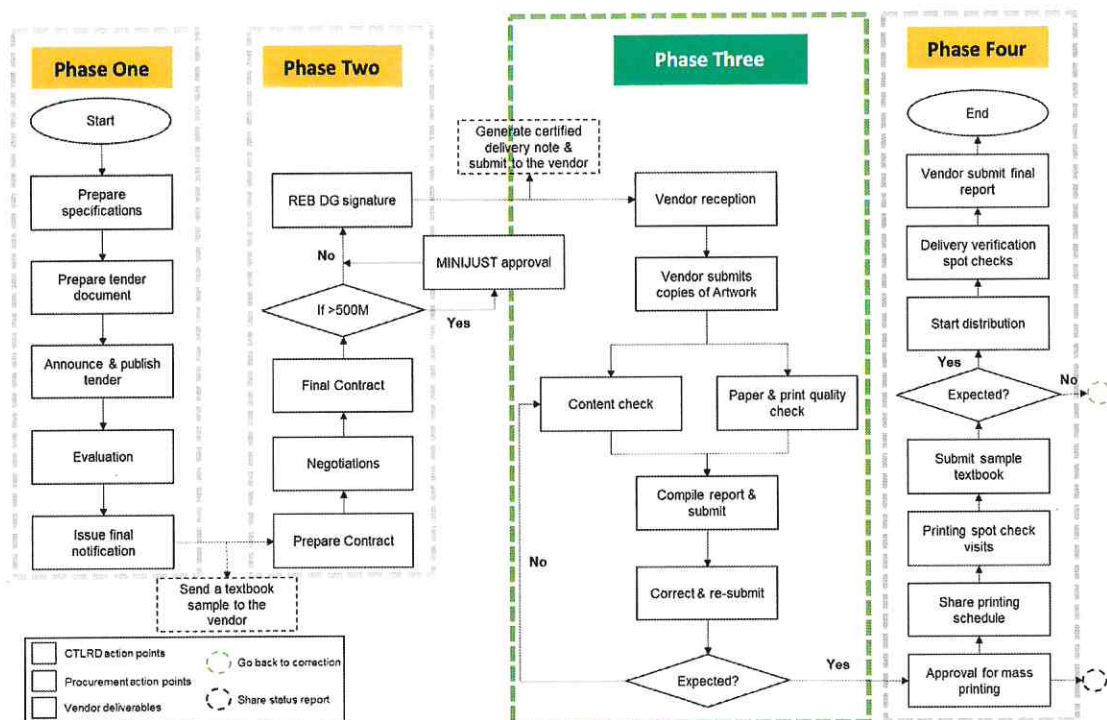
2. REB'S TEXTBOOK PRINTING PROCESSES

REB's textbook printing processes consists of 4 phases. Each party has a role to play for these phases to be executed in the expected time frame without delays. These phases differ by timelines, processes and involved stakeholders. The estimation of timeline is based on the experience however the processes depends on the type of activity. REB, Printing Industries and sub-contracted distribution companies are the key role players in REB's textbook supply chain. In addition, during the textbook delivery at schools, staff from the districts, sectors and schools especially Sector Education Inspectors, District Education Officers and Head Teachers play a key role in the execution of each phase. Artwork approval is done by REB and Contracted printing industries, therefore these processes can easily be managed and improved by both parties to avoid perpetual delays. REB artwork approval phases include but not limited to:

- a) **Phase one:** Textbook technical specification and procurement preparation. This is expected to take in 45 working days.

- b) **Phase Two:** Contract negotiations, contract signing and contract issuing.
- c) **Phase Three:** Textbook Artwork approval processes. This is **expected to take 30 working days**. REB is expected to do content quality checks, Paper and Cover Quality Checks.
- d) **Phase Four:** Textbook mass printing and distribution to schools. REB is expected to carry-out printing checks and distribution checks and textbook verification checks.

The following diagram shows processes involved in 4 phases of REB's textbook supply chain.



3. REB'S TEXTBOOK ARTWORK APPROVAL PROCESSES

Textbook Artwork is the combination of illustrations, graphics, content layouts, print layouts and cover binding (Stitches and Thread sewing). All of these are catered for by REB except printing layouts and cover binding types which are automated by the printing machines. For the textbook artwork to be deemed final, printing layouts and cover binding types are applied on the textbook artwork as per REB's technical specifications. After printing the first sample of the artwork, REB staff in charge are expected to check the paper and content quality for it to be deemed final artwork. If REB finds that it meets all technical specifications as stipulated in the contract, the approval

is issued to the printing industry in the written formant. As depicted by the diagram above in Phase Three (Green Color), the REB textbook artwork approval consists of 6 major stages, and each should have the estimated timelines to be executed. The table below showcases descriptions, estimated timeline for execution and the party responsible to do each process.

#	PROCESSES	DESCRIPTION	RESPONSIBLE	TIMELINE (working days)
1	Vendor / Printing Industry reception	After the signing of contract, REB is expected to submit the textbook artwork to printing industry	REB	2 days
2	The vendor submits copies of artwork	After printing and binding of the sample textbook artwork, the printing industry submits the sample to REB for quality check-up.	Contracted Printing Industry	10 days
3	Quality checking and compilation of the report .	REB carries out the paper quality testing, Binding Types testing, content Quality Checking and printing quality checking. REB compiles a report with all errors identified and submit to printing industry. If there is no error identified. The letter of approval is written requesting the printing industry to start mass printing.	REB	5 - 10 days
4	Correction, pre-printing and re-submission of the final Artwork.	If there are errors to be corrected, the printing industry corrects all errors , re-prints and re-submits again to REB for quality checking. If no errors identified go back to process 3.	Contracted Printing Industry	3 days



4. ROLES AND RESPONSIBILITIES OF REB IN ARTWORK APPROVAL PROCESS EXECUTION

REB should submit in-designed soft copy/copies artworks equivalent to the number of textbooks stated in the contract to the contracted printing industry in **not more than 1 working** day after contract signing. These should be transmitted by an official letter from REB.

- a) REB should do required quality checking for all printed artworks submitted by the printing industry and compile a report for feedback in **not more than 15 working days**. These should include the letter of transmission based on the nature of feedback.
- b) For re-submission of the artwork samples, REB is expected **not to exceed 5 working days** to re-do the quality checking of the submitted samples.


NB: Failure to meet the above expected timeline on each process, the contracted printing industry has the right to write a letter to REB as reminder of the incurred delays.

5. ROLES AND RESPONSIBILITIES OF CONTRACTED PRINTING INDUSTRY IN ARTWORK APPROVAL PROCESS EXECUTION

- a) The industry should submit printed (as per technical specifications) sample/s of textbooks Artworks to REB for quality checking in not more **than 10 working days**. These should be transmitted to REB by an official letter from printing industry.
- b) The printing industry should re-submit all corrected samples of Artwork **not more than 3 working days**.
- c) The industry should start mass printing as soon as they receive an approval letter for mass printing from REB.

NB: Failure to meet the above expected timeline on each process, REB will write a letter to the printing industry as a reminder of the incurred delays.

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