

**ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD
ACTIVITY CALENDAR FOR THE YEAR 2024**

S/N	DATE	ACTIVITY	LOCATION	ACTORS	STATUS
1	January,2024	Enrolment of Graduates Students to EAPP Programme, Batch 20.	Dodoma	ARRT	-On going
2	January,2024	Commencement of EAPP Programme, Batch 20.	Dodoma	ARRT/HZ	On Going-
3	Jan, 2024	Midyear review of year 2023/24 budget	HQ	HOD/HZ/HU	Implemented 31/12/2023-
4	Jan, 2024	Preparation of year 2024/25 Plan and Budget	HQ	HOD/HZ/HU/BT	Implemented 27/1/2024-
5	Jan, 2024	To conduct Workers Council for budget approval.	HQ	HOD/HZ/HU/TAMICO/WCM	Implemented on 27/1/2024
6	Jan, 2024	To conduct Site and Office inspection for 3 rd Quarter 2023/24	Zone offices	HZ	-On going 25/2/2024
7	January2024	Submission to the Office of the Treasury Registrar Progress Report for the second quarter 2024/25.	HQ	Registrar	Not Implemented- to be implemented on 4/4/2024
8	31,January2024	To publish in the Government Gazette and public newspapers a list of Architects, Quantity Surveyors, and practicing firms, who are in the registers as on 31/12/2023.	HQ	ARRT	Not implemented -

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9	27,January 2024	Consultative meeting for the East African Community Regulatory bodies for Architects and Quantity Surveyors.	ARUSHA	Board Chairman/Registrar	Implemented-
10	31,January 2024	Deadline for submission of applications for May 2024 Board's Examinations.	Dodoma	ARRT/ HOZ	Implemented 29/1/2024-
11	January 2024	Audit Review of Procurement Management	HQ	IAU	Implemented on 10/2/2024-
12	February, 2024	Monitoring and Evaluation of zonal site inspection (Previous and ongoing)	ZO's	COMP/ IAU/ PRO	On-going- 26/2/2024
13	February, 2024	Submission to the Ministry of Works, Plan and Budget for FY 2024/25.	HQ	Registrar	On going 28/2/2024-
14	February, 2024	Submission to the Office of the Treasury Registrar approved Plana and Budget FY 2024/25.	HQ	Registrar	Implemented 15/2/2024-
15	February, 2024	Deadline for Submission of Experience Report by Candidates for the May 2024 Board's Examinations	HQ/DSM	ARRT	Implemented on 23/2/2024-
16	February 2024	Visiting EAPP Candidates	ZO's	ARRT	To start on 4/3/2024-

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17	February 2024	To conduct Site and Office inspection for 3 rd Quarter 2023/24	Zone offices	HOZ	Not implemented-
18	February 2024	Monitoring and Evaluation of zonal Procurement	ZO's	HPMU	Not started-
19	February 2024	Sensitizing of Secondary schools students on the importance of studying Architecture and Quantity Surveying professions	Arusha/ Dodoma/ Mwanza/ Tanga/ Iringa/ Singida	PRO/HTS	To start on 4/3/2024- 12/3/2024
20	February 2024	Audit Review of Site Inspection and Project Registration Activities	Zone Offices	AIU	Not started-
21	February 2024	Board and Committee Meetings for 2 nd Quarter for FY 2023/24	DSM/Dodoma	Registrar	Implemented 24/2/2024-
22	February 2024	Tender Board Meetings for 2 nd Quarter for FY 2023/24	Dodoma	HPMU	Implemented on 9/2/2024-
23	March 2024	To conduct Joint AQRB/ ERB/ AEQRSB CPD Seminar in Zanzibar	Unguja	ARRT/ PRO/ ZO'S	On Going
24	24 th /April/ 2024	Oral Interview for May 2025 Examinations –	Dodoma and DSM	ARRT	-

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25	March 2024	Meeting for approval of Oral Interview results	HQ	ARRT	Not planned-
26	March 2024	Release of Oral Interview result	HQ	ARRT	Not planned-
27	March 2024	To perform Special Ethical and Integrity Monitoring and Evaluation Exercises	Nzega/ Kahama/ Geita	IC	-Not planned
28	March 2024	To conduct Site inspection for 3 rd Quarter 2023/24	Zone offices	HOZ	-Not planned
29	March 2024	ICT Tools Maintenance	ZO'S/ HQ	ICT	To start 25/3/2024-
30	March 2024	Review of AQRB Financial Regulations	HQ	ARFAD/ HIAU	To start 25/3/2024-
31	March 2024	Stakeholders Visit	DSM/ Arusha/ Mwanza	PRO	Planned not yet done
32	March 2024	Special Site inspections by Board members and Management in Collaboration with enforcement officers	Arusha/ DSM/ Mwanza	COMP/ PRO	Not planned-
33	March 2024	International Women Day	Dodoma	HRO	On going 08/3/2024-
34	March 2024	Audit Review of Expenditures and Payables	HQ	AIU	-

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35	April 2024	Preparations and Submission of 3 rd Quarterly Reports 2023/24	Zone offices	HZ	Not planned-
36	April 2024	Consultative Meeting between the Board, Higher learning Institutions	UDSM/ ARU/ UDOM/ ARU TECH/ MUST/ SAUT	ARRT DSM	Not planned- 05/4/2024
37	April 2024	Consultative Meeting with principals architectural, quantity surveying and firms	DSM	ARRT	Board Chairman
38	April 2024	Submission to the Office of the Treasury Registrar Progress Report for the third quarter 2023/24	HQ	Registrar	Not started
39	April 2024	To attend Meeting with Parliamentary Infrastructure Committee.	Dodoma	Registrar/ HOD/ HZ/ HU	Not started
40	April 2024	To conduct Site inspection for 4 th Quarter 2023/24	Zone offices	HZ	Not planned-
41	April 2024	3 rd Quarter Internal Audit Report	HQ	AIU	Not planned-
42	April 2024	Audit Review of Procurement Management	HQ	IAU	Not planned-

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43	April 2024	Preparation of Annual Risk based Plan	HQ	IAU	Not planned-
44	16/April/2024 2024	Board and Committee Meetings for 3 rd Quarter for FY 2023/24	DSM/Dodoma	Registrar	Not planned-
45	2 nd May 2024	Tender Board Meetings for 3 rd Quarter for FY 2023/24	Dodoma	HPMU	Not started-
46	1 st May 2024	International Workers Day	-	All Workers	Not started-
47	May 2024	Monitoring and Evaluation of zonal site inspection (Previous and ongoing) and illegal Practices Enforcements	ZO's	COMP/ IAU/ PRO	-
48	May 2024	To conduct Site inspection for 4 th Quarter 2023/24	Zone offices	HZ	-
49	May 2024	To Conduct Examinations of the Board	DSM/ Dodoma	ARRT	-
50	May 2024	Meeting for approval of Examinations results	HQ	ARRT	-
51	May 2024	Release of Examinations result	HQ	ARRT	-
52	May 2024	Sensitizing of final years students on the importance of registering with the Board, after graduation.	ARU/ UDSM/ MUST	ARRT/ PRO	-

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53	May 2024	Local exhibitions- Education skilled Innovation Week	Tanga	PRO	-
54	May 2024	To perform Special Ethical and Integrity Monitoring and Evaluation Exercises	Tanga/ Bagamoyo	IC	-
55	May2024	Participation in the preparation for the Ministry of Works Budget for year 2024/25 and attend Budget Sessions	Dodoma	Board Chairman/ Registrar	
56	May 2024	Preparation of Technical Manual (Standard Operating Procedures)	HQ	HOD/ HOD/HOZ/ HOU	-
57	May 2024	Internal Quality Assessment of Internal Audit Unit	HQ	IAU	-
58	June 2024	To conduct Joint AQRB CPD Seminar	Dodoma	ARRT/ PRO/ ZO'S	Political Figure
59	June 2024	End of the year stock taking	HQ/ ZO's	HPMU	-
60	June 2024	To conduct Site and Office inspection for 4 th Quarter 2023/24	Zone offices	HZ	-
61	June 2024	Preparations and Submission of Annual Reports 2023/24	Zone offices	HZ	-
62	June 2024	Sensitization of Eligible Candidates for Registration	ZO's	ARRT	-

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63	June 2024	Visiting EAPP Candidates	ZO's	ARRT	-
64	June 2024	To Attend 'Utumishi week'	DSM	HRO/AO	-
65	June 2024	Preparation of Audit Committee Report and Plan	HQ	IAU	-
66	29 th June 2024	To Attend Local Exhibition Sabasaba	DSM	PRO/IO	-
67	June 2024	To prescribe fees for Construction Project Registration and other fees	Dodoma/ DSM	COMP	
68	July 2024	Scrutinization of Candidates Experience Report	DSM/Dodoma	ARRT	
69	July 2024	Deadline for submission of Experience Reports by candidates for the October 2024 Board's Examinations.	HQ	ARRT	
70	July 2024	Experience Reports Marking Retreat.	DSM	ARRT	
71	July 2024	Conducting consultative meetings with 5 Higher Learning Institutions	ZO's	ARRT/HOZ	
72	July 2024	Submission to the Office of the Treasury Registrar Progress	HQ	Registrar	

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		Report for the fourth quarter 2023/24			
73	July 2024	To conduct Site and Office inspection for 1 th Quarter 2024/25	Zone offices	HZ	-
74	July 2024	To Conduct ICT Security Awareness Training to all Staff	Iringa	ICT/ARFAD/HRO	-
75	July 2024	Closing of Year 2023/24 Financial Statements	Dodoma	ARFAD	-
76	July 2024	Preparation of 4 th Quarter Audit Report	HQ	IAU	-
77	July 2024	Preparation of Annual Audit Report	HQ	IAU	-
78	July 2024	Board and Committee Meetings for 4 th Quarter for FY 2023/24	DSM/Dodoma	Registrar	-
79	July 2024	Tender Board Meetings for 4 th Quarter for FY 2023/24	Dodoma	HPMU	-
80	August 2024	To conduct tailor made training on AQRB Project Management Information Systems	Dodoma	ARRT	-
81	August 2024	Oral Interview for October 2024 Examinations	DSM/Dodoma	ARRT	-

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82	August 2024	Meeting for approval of Oral Interview results	DSM/Dodoma	ARRT	-
83	August 2024	Release of Oral Interview results	HQ	ARRT	-
84	August 2024	Review classes by AAT and TIQS	DSM/Dodoma	ARRT	-
85	August 2024	To Amend the Bylaws GN.377/2015	HQ	LSU	-
86	August 2024	Preparation of Individual Practice Guidelines	HQ	LSU	-
87	August 2024	To conduct Site and Office inspection for 1 th Quarter 2024/25	Zone offices	HZ	-
88	August 2024	Local exhibitions	Mbeya	PRO	-
89	August 2024	Submission of the 2023/24 Board's Draft Accounts to the Controller and Auditor General.	HQ	Registrar	-
90	August 2024	To Attend the Monitoring and Evaluation Capacity Development	DSM	COMP/ HOZ/ ARRT	-
91	August 2024	To Establish and Implement System for M & E Performance	DSM	COMP/ HOZ/ ARRT	-

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		and conduct of Professionals and Firms			
92	August 2024	Audit Review of Site Inspection and Project Registration Activities	Zone Offices	AIU	-
93	September 2024	To conduct Site and Office inspection for 1 th Quarter 2024/25	Zone offices	HOZ	-
94	September 2024	Monitoring and Evaluation of zonal Procurement	ZO's	HPMU	-
95	September 2024	ICT Tools Maintenance	ZO'S/ HQ	ICT	-
96	September 2024	To conduct Workers Council and Staff meeting.	HQ	WCM/ All Workers	-
97	September 2024	To conduct training on HIV/AIDS, NCD and Anti – Corruption.	HQ	All Workers	-
98	September 2024	Monitoring and Evaluation of zonal site inspection (Previous and ongoing) and illegal Practices Enforcements	ZO's	COMP/ IAU/ PRO	-
99	September 2024	Visiting of EAPP Candidates in their firms and soliciting new EAPP Placements	Zone offices	ARRT/ HOZ	-

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100	September 2024	Consultative Meeting with principals architectural, quantity surveying and firms	Morogoro	COMP	Board Chairman
101	September 2024	Preparations and Submission of 1 st Quarterly Reports 2024/25	Zone offices	HZ	-
102	September 2024	Audit Review of Procurement Management	HQ	IAU	-
103	October 2024	Board and Committee Meetings for 1 st Quarter for FY 2024/25	DSM/Dodoma	Registrar	-
104	October 2024	Tender Board Meetings for 1 st Quarter for FY 2024/25	Dodoma	HPMU	-
105	October 2024	Preparations and Submission of 1 st Quarterly Reports 2024/25	Zone offices	HZ	-
106	October 2024	World Architects Day	DSM	Staff - Architects	-
107	October 2024	To conduct Site and Office inspection for 2 nd Quarter 2024/25	Zone offices	HOZ	-
108	October 2024	To conduct 5 th AQRB Annual Conference	Arusha	ARRT	-
109	October 2024	October 2024 Examinations of the Board	DSM/Dodoma	ARRT	-

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110	October 2024	Examinations Marking Retreat	DSM	ARRT	-
111	October 2024	Meeting for approval of Examination results	HQ	ARRT	-
112	October 2024	Release of October 2024 Examination Results	HQ	ARRT	-
113	October 2024	To Regulate Professional Conducts- Defaulters	DSM/ Mwanza/ Arusha	COMP	-
114	October 2024	Preparation of Site Inspection Guidelines	HQ	LSU	-
115	October 2024	Preparation of 1 st Quarter Audit Report	HQ	IAU	-
116	November 2024	To conduct Site and Office inspection for 2 nd Quarter 2024/25	Zone offices	HOZ	-
117	November 2024	To conduct Study tour by the Secretariats	Zone offices	ARRT	-
118	November 2024	To Enforce Legal Practices in Three Selected Regions	DSM/ Mwanza/ Arusha	COMP/EZ/NZ	-
119	November 2024	Audit Review of Procurement Management	HQ	IAU	-
120	December 2024	To conduct Site and Office inspection for 2 nd Quarter 2024/25	Zone offices	HOZ	-

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121	December 2024	Visiting of EAPP Candidates in their firms and soliciting new EAPP Placements	Zone offices	HOZ/ARRT	-
122	December 2024	Sensitization of Eligible Candidates for Registration	ZO's	ARRT	-
123	December 2024	Year 2025/26 PE Budget preparation	HQ	HRO	-
124	December 2024	Audit Review of Human Resource Management	HQ	IAU	-