

Information Technology Governance for Tunisian Universities (ITG4TU)

561614-EPP-1-2015-1-ES-EPPKA2-CBHE-JP



Co-funded by the
Erasmus+ Programme
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Kick-Off Meeting Report

University of Balearic Islands (Spain), 20th-22nd January, 2016

ITG4TU CONSORTIUM



AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	25 Jan 2016	Beatriz Gómez Suárez	Initial Version



CONTENTS

1. Introduction	1
2. Discussion about the project	1
2.1. Plan of actions for the Initial Training Researchers	1
2.2. Plan of actions for the Initial Training Managers	1
2.3. Plan of action until next meeting	2
3. Partnership Agreements.....	2
4. Project infrastructure creation and communication	2
5. Quality management plan	3
6. Project management plan	3



1. Introduction

The Kick-Off Meeting took place in Mallorca, Balearic Islands, on 20th-22nd January 2016. The following document is the summary of main points and decision taken place in the Kick-Off Meeting and affecting the ongoing progress of the Project. Deadlines and important decisions are highlighted.

2. Discussion about the project

In this meeting, the ITG4TU partners presented themselves and discussed about the following important topics:

- Presentation of the Project Management Plan: its aims and objectives and an overview of short and long term impact indicators.
- Presentation of the Implementation of ERASMUS⁺ Capacity Building Projects: Management, Coordination, Budget and Financial Reporting.
- Project collaboration procedures.
- Definition of tasks and discussion of Work Packages.
- Plan and programming of work to be done.
- Plan of actions for the Initial Training Researchers.
- Plan of actions for the Initial Training Managers.
- Plan of action until next meeting.

2.1. Plan of actions for the Initial Training Researchers

On 1st – 5th February 2016 will be held the Initial Training Researchers at the University of Balearic Islands (UIB). The main target of this training is **researchers and teaching staff** in order to lay the foundation and knowledge necessary to understand the importance of the information technology governance (ITG). This first training will be taught mainly by the University of Balearic Islands with the support of University of Almería (UAL) and Østfold University College (OUC).

2.2. Plan of actions for the Initial Training Managers

On 18th – 22nd April 2016 will be held the Initial Training Managers in Tunisia. The main target of this training is **technical and board staff** of each Tunisian institution in order to set a minimum level of competency among managers in HEI at partner countries. This second training will be divided in three parts (if possible, 1 day approx for each task):

1. ITG summary: taught mainly by UIB, SHR and OUC.
 - a. It will include a state of the art made by Tunisian universities.



2. ITG for Universities framework: UAL will explain its internal experiences applying its framework.

2.3. Plan of action until next meeting

- UIB will share to all partners the first version of the **Internal Team Formation** in order to review and verify all data is correct.
- UIB will share to all partners the first version of the Agenda of the **Initial Training Researchers** so partners can organize the trip.
- UIB as coordinator of the project and UGB as representative of partner countries will attend the **Grantholders Meeting** about Capacity Building in Higher Education (CBHE), to be held on **27th – 28th January** in Brussels. Its overall aim is to address in detail practical issues related to the implementation of the project, the grant agreement management and the financial rules applicable to CBHE grants.

3. Partnership Agreements

As mentioned under Article I.10.5 of the Grant Agreement, the beneficiaries are required to lay down the detailed provisions for their relations and for the implementation of the project. These provisions shall be formalised in a **Partnership Agreement** to be signed by the coordinating institution and the beneficiaries. A copy of the Partnership Agreement(s) must be provided to the Executive Agency within **6 months** of the signature of the Grant Agreement.

Before **15th March** 2016 partners must establish an agreement between the coordinator and each institution where all aspects of the project are covered:

- The partners' role and responsibilities.
- Financial management.
- Project management and decision-making process.
- Project Quality Assurance.
- Decision/conflict resolution mechanisms.

4. Project infrastructure creation and communication

UIB is responsible for the development of project management infrastructure, including version control, and the communication to all partners. It is also responsible for social networks and its contents. The infrastructure will contain information about the project (mission, aims and objectives, methodology), partners, next events and documentation related to the project (deliverables, training material, etc.). A first version is available on itg4tu.uib.eu. It must be continuously updated.



5. Quality management plan

The purpose of the Quality Management Plan is to describe how quality will be managed throughout the lifecycle of the project, thus the aim is to ensure the high quality of deliverables along with the quality of the process itself.

Starting with the quality management requirements that will be completed in the beginning of the project, the quality management plan will include:

- Requirements for evaluating project deliverables
- Schedule of the audits
- Criteria and measures that deliverables must satisfy
- Corrective actions in case of non-qualitative deliverables

OUC is responsible for the development of the Quality Management Plan and also for the whole work package. It will be developed before **1st March**.

6. Project management plan

A Project Management Plan is a formal, approved document used to guide both project execution and project control. The primary uses of the project plan are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines. UIB is responsible for the development of the detailed project plan and also for the whole work package. It will be developed before **15th February**.



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Kick-Off Meeting Report *Version 1.0*

Kick-Off Meeting

20th – 22nd January 2016, University of Balearic
Islands (Palma de Mallorca), Spain



UNIVERSITÉ DE
TUNIS EL MANAR



Erasmus+

Kick-Off Meeting ITG4TU



Universitat de les Illes Balears

ATTENDANCE Kick-Off Meeting 20th-21st-22nd January 2016

Attendant	Institution	Registration
Carlos Juiz	UIB	
Ricardo Sagrera	UIB	
Beatriz Gómez	UIB	
Antonio Fernández	UAL	
Vladimir Stantchev	SRH Hochschule	
Ricardo Colomo	Hiof	
Mehdi Khouja	U. Gabes	
Sabeur Maraoui	U. Gabes	
Mohamed Ouweis Kabaou	U. Gabes	
Youssef ben halima	UMA	
Riadh Imed Farah	UMA	
Samir Moalla	U. Tunis El Manar	
Ismail Bouassida	SFAX	
Ahmed Hadj Kacem	SFAX	
Slim Kallel	SFAX	