

Information Technology Governance for Tunisian Universities (ITG4TU)

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



Co-funded by the
Erasmus+ Programme
of the European Union

Management Meeting in Sfax – State of the Project

ITG4TU CONSORTIUM



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Management Meeting in Sfax – State of the Project

Version 1.1

AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	20 Feb 2017	Beatriz Gómez Suárez	Initial Version
1	1	22 Mar 2017	Carlos Juiz García	Minor Corrections



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1. Attendants

The Steering Management Committee:

- Dr. Carlos Juiz García as Coordinator of the Project from UIB
- Mrs. Beatriz Gómez as Project Manager from UIB
- Dr. Antonio Fernández as coordinator from UAL
- Dr. Vladimir Stantchev as coordinator from SRH (through videoconference)
- Dr. Ricardo Colomo-Palacios as coordinator from OUC
- Dr. Mehdi Khouja as coordinator from UGB
- Dr. Youssef Ben Halima as coordinator from UMA (through videoconference)
- Dr. Samir Moalla as coordinator from UTM (through videoconference)
- Dr. Ismail Bouassida as coordinator from USS

2. Agenda

A Management Meeting was held in Sfax on February 8th, 2017. In this meeting, the ITG4TU consortium, led by the coordinator of the project, Dr. Carlos Juiz, presented and discussed about the following important topics:

1. State of the project: work plan – years 1 & 2
2. EACEA Documentation
3. Equipment acquisition
4. Staff payments
5. Next meetings

2.1. State of the project: work plan – years 1 & 2

Beatriz Gómez, as project manager from University of Balearic Islands, perform the presentation and explained the following topics:

- a. Workplan – year 1

The activities scheduled for this first year are almost done, except for task 1.6 that Tunisian partners are studying yet. Therefore, only Best Practice visit to Almeria has already done and the left are rescheduled due to security and management issues that happened along 2016. The next table summarizes this first year:

WP	Activity	State
WP1	1.1 Internal Team Formation	Done
WP1	1.2 Kickoff meeting – Palma	Done
WP1	1.3 Initial Training Researchers – Palma	Done
WP1	1.4 Initial Training Managers – Almería	Done
WP1	1.5 Project infrastructure creation and communication	Done



WP	Activity	State
WP1	1.6 Study and document practices outside consortium	TBD
WP2	2.1 Best Practices visit – Almeria , Berlin, Halden, Palma	TBD
WP2	2.2 Report on Best Practices – Almeria , Berlin, Halden, Palma	TBD
WP3	3.1 Quality Management Plan	Done
WP5	5.1 Project Management Plan	Done

Conclusion: The remaining visits have been scheduled in the second and third year to save costs of travel and adjust the calendar.

b. Workplan – year 2

The important activities in this second year are first, the development of the IT Governance framework adapted to the needs of each Tunisian institution and subsequent assessment by EU partners, and second, the development of training materials to be used in dissemination activities on third year. The training and learning materials will be produced to conduct training on IT Governance to relevant stakeholders including HEI members but also in the industry. It is assigned that UIB will support the Educational Platform definition, design, coding and deployment where the materials will be hosted, and UGB will perform the translation and professional edition of these materials into French. The next table summarizes this second year:

WP	Activity	State
WP2	2.1 Best Practices visit – Almeria , Berlin , Halden, Palma	TBD
WP2	2.2 Report on Best Practices – Almeria , Berlin , Halden, Palma	TBD
WP2	2.3 Report on Best Practices validation – Almeria , Berlin , Halden, Palma	TBD
WP2	2.4 Initial assessment visit to Tunisian universities	Done
WP2	2.5 Governance framework development	TBD
WP2	2.6 Governance framework assessment	TBD
WP2	2.7 Training materials development	TBD

To highlight, it is also scheduled a management meeting in Berlin, so the consortium decided to mix both activities, Management Meeting and Best Practices visit to Berlin. The date will be in the week of **23rd to 27th October, 2017**.

Conclusion: Since the consortium decided to mix and rescheduled activities due to issues above mentioned, the activities in this second year are almost like in the initial plan of the project. Thus, the activities of the third year will remain almost unchanged.

c. The project management also explained roughly the main activities to be performed in the third year to plan the remained Best Practices and the Research Visits in EU countries.

2.2. EACEA Documentation

Since no later than **15th April, 2017** the Progress report of our project needs to be sent to the Agency, the Coordinator of the project, Dr. Carlos Juiz, and project manager, Mrs. Beatriz Gómez, explained the documents related to it. All partners were requested to submit the *Annex II: Staff Convention* with it respective *Template of Timesheet* and *Annex III: Individual*



Travel Report for each individual related to the project, as soon as possible and **before 31st March, 2017**.

The *Annex V: Technical Implementation Report* and *Annex VI: Financial Statements* should be filled in by the Coordinator of the project with the help of all partners. Both documents, the narrative part and the financial part, will help the Coordinator monitoring the progress of the project and the use of the grant and so share it with all partners during project implementation.

2.3. Equipment acquisition

In order to perform the activities in second and third year according to workplan, Tunisian partners have already acquired two common laptops and a common PC. These equipment's are supporting research visits and project development, mainly the second work package. In next months, Tunisian partners should acquire a server, including licenses, to host the learning and teaching platform, mainly for the development of training materials and the pilot courses, activities belonging to second and fourth packages.

Since the University of Balearic Islands (UIB) has to manage the Tunisian partners budget, they have to follow the regulations about acquisitions issued by UIB. Tunisian partners must present three proformas with the detailed content of each equipment and a commission in UIB will decide which one is the selected equipment. This is mandatory and to be sent as soon as possible in order to minimize the timeouts between institutions.

2.4. Staff payments

Due to specific issues Tunisian partners have in managing their budget, the University of Balearic Islands is in charge of managing also staff payments of Tunisian partners based on the delivered activities. As done with travel costs and costs of stay, Tunisian partners will be reimbursed for each assigned activity as specified in the respectively Partnership Agreement.

2.5. Next meetings

The Consortium has estimated dates of meetings in this second year and until the end of the project:

- 14th June, 2017, videoconference – Steering committee meeting
- 25th October, 2017, Berlin (Germany) – Steering committee meeting
- 3rd April, 2018, Halden (Norway) – Steering committee meeting (approx.)
- 30th June, 2018, videoconference – Steering committee meeting (approx.)
- 1st October, 2018, Mallorca (Spain) – Steering committee meeting (approx.)