Information Technology Governance for Tunisian Universities
(ITG4TU)

Virtual meeting – State of the Project

ITG4TU Consortium

Information Technology Governance for Tunisian Universities
561614-EPP-1-2015-1-ES-EPPKA2-CBHE-JP
Virtual meeting – State of the Project
Version 1.1

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

AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	03 Jul 2017	Beatriz Gómez Suárez	Initial Version
1	1	03 Jul 2017	Carlos Juiz García	Initial Version

CONTENTS

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
- Dr. Ricardo Colomo-Palacios as coordinator from OUC
- Dr. Mehdi Khouja as coordinator from UGB
- Dr. Youssef Ben Halima as coordinator from UMA
- Dr. Samir Moalla as coordinator from UTM
- Dr. Abdelaziz Abdellatif from UTM
- Dr. Ismail Bouassida as coordinator from USS

2. Agenda

A Virtual Management Meeting was held through Skype on June 28th, 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. Results of middle report evaluation. Suggestions from evaluators
2. Berlin meeting dates and preparation. Tasks to be developed.
3. 1.6 deliverable and future paper writing
4. ITG framework development (2.5, 2.6 and 2.7 activities)
5. Financial/Accounting situation.
6. Open discussion and questions.

2.1. Results of middle report evaluation

Carlos Juiz, coordinator of the project and representative of UIB, opened the meeting conveying the congratulations received from the Agency. Our middle evaluation report has been assessed with the highest score.

The European Commission has send us some suggestions that we should pay attention:

- The Dissemination and Exploitation Plan should be finalized as soon as possible and should define the obligations of each partner both during and after the implementation period.

- A system to keep record of the number of project website visitors should be in place, preferably considering both total visits and single users' visits

- Tunisian partners should intensify contacts both with the MESRS and the private sector in order to increase the visibility of the project, to raise awareness about the project objectives and engage key stakeholders/potential beneficiaries at early stage.

2.2. Berlin meeting dates and preparation

The scheduled meeting is intended to be in **the week of November 13th, 2017, in Berlin**. As we already decided in previous management meetings, both activities (*2.1 Best Practices visits at programme countries universities*, in this case SRH Hochschule Berlin, and *5.4 Face to Face Control Meeting*) will be performed conjunctly in order to rearrange the calendar that suffered changes in the first year.

It is expected to travel **three people from each institution**, preferably including the members of the Steering Committee in order to perform the Management Meeting and two more people at different levels of the institution hierarchy (this is mainly for Tunisian partners) to show them about best practices related to IT Governance in the host institution. Thus, **Tunisian partners** should select the three people who are going to travel in order to prepare their invitation letters and apply for visa in advance, before **September 1st**.

SRH, with the help of **UIB**, will draft the agenda with useful information about the meeting venue, before **October 10th**.

2.3. Deliverable 1.6 and future paper writing

Before **July 31st**, **Tunisian partners** should present the final draft of the deliverable *1.6 Study and document practices outside consortium* with the suggestions and changes done. **OUC** will send some recommendations before **July 15th** to transform the deliverable into a paper and publish it in an indexed journal. **Tunisian partners** will present a draft of paper before **September 5th**.

2.4. ITG framework development

The development and deployment of an ITG framework in the Tunisian institutions is the main activity of the project, thus this activity is of utmost importance. Deliverable *2.5 Governance framework development* should be performed during summer and before Berlin meeting in order to assess the framework (deliverable *2.6 Governance framework assessment*) at that meeting. These activities are highly related with the *2.4 Initial assessment visit to Tunisian universities* activity through which an example of a framework was presented and a set of minimum level of ITG was stablished in each Tunisian university.

UAL will make a planning with deadlines and activities that will help the realization of the framework, before **July 20th**. The expected results should be done in three months so activities and dates should fit accurately for Tunisian partners to follow these guidelines. It is intended that this activity and its results is published in the future in some journal or conference for two reasons: first to provide more visibility to the project, the activities preformed and the success

achieved, and second to maintain the sustainability of the project with the national and international stakeholders.

2.5. Financial/Accounting situation

As we have received our middle report evaluation with successful results, the Agency has sent us the second amount of pre-financing. UIB will send its corresponding part to each European partner around **July 11ᵗʰ**. In case of Tunisian partners, their budget will be managed by UIB as indicated in their agreement.

All partners have to take in mind to keep all documentation that proofs any spending of the budget that is bills, boarding passes, tickets or any other form of payment. This will be necessary in the final report evaluation.

Related to the equipment acquisition by the Tunisian partners, the situation of payment in UIB is as follows:

- Servers:
  - USS Server was paid on June 21ˢᵗ directly to the provider, as it passed successfully the commission of selection and the procedure of payment. Once they have it in the institution they should put the Agency stickers and send a proof of it to UIB.
  - UGB, UMA and UTM servers are in commission of selection of provider to be so high amount.
- Computers:
  - UGB and UTM are in the procedure of payment.
  - Amounts received by UMA provider will be reviewed to rectify the incorrect currency change.
- Displays:
  - UIB will ask for the best procedure of purchase and reimburse of the display equipment for courses whose amount is € 5000.

UIB will check again the situation and will push for an early confirmation of payment before **July 11ᵗʰ**.

2.6. Open discussion and questions

Ismail Bouassida from USS proposed a visit to Tunisia by the European partners before the end of the project. The aim is to boost the project nationally, helping the Tunisian partners in activities of dissemination and exploitation, organizing workshops, and/or seminars with selected local stakeholders in Tunisia, from public and private institutions. Since it is neither in the schedule of the project nor in the budget, **UIB** will ask directly to the Agency Coordinator whether is possible to do it.