

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

Online Extraordinary Meeting – Initial Training Managers postponement and rescheduling

ITG4TU CONSORTIUM



AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	24 Mar 2016	Beatriz Gómez Suárez	Initial Version
1	1	14 May 2016	Beatriz Gómez Suárez	Established date and place
1	2	18 Jun 2016	Carlos Juiz García	Revised



CONTENTS

1. Attendants	1
2. Agenda	1
2.1. Initial Training Managers postponement.....	1
2.2. Rescheduling and relocation of the Initial Training Managers in Almeria	2



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. Ismail Bouassida as coordinator from USS

2. Agenda

A Virtual Extraordinary Meeting was held on March 23rd, 2016. In this meeting, the ITG4TU consortium, led by the coordinator of the project, Dr. Carlos Juiz, presented and discussed about the following important topic:

1. Initial Training Managers postponement.

Another virtual extraordinary meeting was held on May 13th, 2016. In this meeting, the ITG4TU consortium, led by the coordinator of the project, Dr. Carlos Juiz, presented and discussed about the following important topic:

2. Rescheduling and relocation of the Initial Training Managers in Almeria.

2.1. Initial Training Managers postponement

Due to terrorist attack in Brussels and in some cities of Tunisia, the Spanish Ministry of Foreign Affairs (as well as other countries also joined) has recommended not to travel to Tunisia. Being most some of participants public employees, this recommendation became mandatory since assurances may not cover this assumed risk. So that after asking the support from our European Coordinator, we delayed the activity 1.4 Initial Training Managers.

The options to take a decision were as follows:

- a) Ignore the recommendations of the European Ministries and go ahead with the already established plan of performing the activity 1.4 in Tunisia on the week of April 18th.
- b) Postpone the activity enough in calendar until EU Ministries and assurances recommendations were favorable.
- c) Suspend it, perform it in other place and assume costs and scope.



The Program Manager Office (PMO), responsible for the activity plan management and project daily operations (coordinator and project manager), consulted Partner Operations Teams (POT), responsible for the proper implementation of project activities at local level (internal team in any partner), representatives in order to reach a consensus for delaying and performing training in other location. Steering Committee (SC), responsible for the achievement of the project objectives (coordinator, project manager and one responsible per partner), decided to take the 'c' option, delay this second training (Initial Training Managers) and find a solution to better profit this change.

The reasons that led to this decision were:

- 1) This change was the first proposition as soon as the Ministries and assurances announced the security reasons.
- 2) From the point of view of costs, we expected to assume a not so substantial change, especially if we chose a city well connected in flights.
- 3) In terms of planned activities and scheduling, this change would not affect the whole project as long as European partners took into account a visit to Tunisian universities rectors and official staff in the second year of the project.

2.2. Rescheduling and relocation of the Initial Training Managers in Almeria

To control budget and costs, we have just delayed activity 1.4 Initial Training Managers from month 4 to month 8 in order to make together 1.4 and 2.1 Best Practice Visit at program country universities (University of Almeria in this case). These two activities together will recover the original plan and budgeting. The assumed delay is not important for achieving the objectives. Since activity 2.1 had planned three people as number of participants, we have maintained this number and included the coordinator thus Tunisian partners had the possibility of involving more people in the activity 1.4 Initial Training Managers initially scheduled in Tunisia.

Because a trip of Tunisian partners to European countries to perform activity 1.4 Initial Training Managers is not scheduled in the budget, this trip is financed by costs already planned for activity 2.1. Therefore, the five days tip to Almeria is a fusion and includes both activities, at the morning the activity 1.4 Initial Training Managers and at the afternoon the activity 2.1 Best practices visits to University of Almeria.

The profile of participants has no suffered modification and is as scheduled in the plan. The only change is the maximum number of participants included the coordinator of each institution: in total four participants, the coordinator and the other three preferably managers or people with some responsibility in the university so they can give support, sponsor, and push the project whether they are computer engineers or administrative staff.