Information Technology Governance for Tunisian Universities
(ITG4TU)

Management Meeting in Berlin – State of the Project

ITG4TU CONSORTIUM

AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	21 Nov 2017	Belen Bermejo	Initial Version
1	1	28 Nov 2017	Beatriz Gómez	Deadlines specification
1	2	01 Dec 2017	Carlos Juiz	Typo mistakes correction

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. Ismail Bouassida as coordinator from USS

2. Agenda

A Management Meeting was held in Berlin on November 15th, 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 2 and 3
2. Remaining best practices and research visits
3. Equipment acquisition
4. Next meetings

2.1. State of the project: work plan – years 2 and 3

Beatriz Gómez, as project manager from University of Balearic Islands, performed 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 must send the last version using the project format, **before November 28th**. Therefore, besides Best Practice visit to Almeria, Berlin visit has already done, being the rest rescheduled in 2018. 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

[*]The activities related to the Almeria visit are already done. Regarding this report, the activities to be done are related to the Berlin visit.

Decision: As stated in previous management meeting, the remaining visits have been scheduled in the third year to save costs of travel and adjust the calendar (Halden and Palma).

b. Workplan – year 2

During this Management meeting and Best Practice Visits to Berlin, some Governance framework sessions where performed to give support to Tunisian partners in the elaboration of their IT Governance framework plan. The main idea of this activity is to perform the most realistic plan considering the remaining project time and the activities belonging to the third year. As soon Tunisian partners finish the **report on the activity 2.5 (before November 28th)**, European partners will assess it, studying and validating its viability, thus will send back an assessment report (activity 2.6) in the next month.

Regarding the Best Practice visit to Berlin (**2.2**), each Tunisian partner must write a report before **November 28th**. Furthermore, Tunisian partners were encouraged in the production of the activity *2.7 Training material development* paying attention to the related activities belonging to the third year (see next section). 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

[*]The activities related to the Almeria visit are already done. Regarding this report, the activities to be done are related to the Berlin visit.

Decision: 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 manager also explained roughly the main activities to be performed in the third year to plan the remained Best Practices and the activity *4.8 Research Visits* in EU countries. Also, it is important to pay attention to the realization of the activity *2.7 Training Materials development* because it is directly related to activities *4.2 Trainees*

dissemination and *4.3 Pilot courses* to be performed in third year. The next table summarizes the third year:

WP	Activity	State
WP2	2.7 Training materials development	TBD
WP2	2.8 Training materials validation	TBD
WP4	4.1 Dissemination & Exploitation Plan	TBD
WP4	4.2 Trainees dissemination	TBD
WP4	4.3 Pilot courses	TBD
WP4	4.5 Governance Framework Deployment	TBD
WP4	4.6 Governance Framework Monitoring	TBD
WP4	4.7 Local, Regional, National and International Dissemination	TBD[*]
WP4	4.8 Research Visits	TBD
WP4	4.9 Sustainability Plan	TBD

[*] Despite this activity is scheduled in third year, some dissemination activities have been performed during the period of the project.

2.2. Best practices and research visits

Tunisian Universities should perform best practices and research visits in Palma and Halden during the last period of the project. Two students and/or professors can visit EU Universities during fifteen days in order to work on new proposals to maintain the sustainability of the project. New proposals could include PhD. Thesis in next future or new projects to develop together.

During the meeting, Dr. Carlos Juiz, as a coordinator of the project, proposed the way to proceed with visits. Each coordinator of each Tunisian university, should propose a profile of visitants in order to elaborate a visit plan which will be deployed in Palma and/or Halden. The visitants' profile has to be related to ITG.

Regarding the visits in Palma, they will be performed between January and February, 2018. **Before December 31st**, Tunisian Universities should **select the visitants and finish the visit plan** together with the host in Palma. Each Tunisian university decided (aprox.) who is going to perform the visit:

- USS: student + professor or professor + professor or 2 professors + student.
- UMA: 2 students or 2 professors.
- UTM: one professor + 2 students.
- UGB: 2 students or 2 professors.

The visits in Halden will be performed by each Tunisian University in different periods of time. Also they should decide who will go to perform the visit.

- UGB: 12th to 25th, March 2018.
- USS: 9th to 22th, April, 2018.
- UMA and UTM: 27th, September to 9th October, 2018.

2.3. Equipment acquisition

Due to new public financial restrictions on public contracts from the Spanish Tax Ministry, both University of Gabes and University of La Manouba servers have been delayed until 2018. The coordinator had a meeting with his vice-rector and tried to find another way but his temporary solution, at first, was performing two big bills (Sfax and Tunis el Manar servers) in 2017 and the other two in 2018. After reviewing the new abovementioned restrictions, the University of Balearic Islands (UIB) is not able to acquire any acquisition that surpasses 18.000,00 € without a public tender, i.e. the sum of the four servers (15.000,00 € each) exceeds the restricted amount (resulting in a total of 60.000,00 €).

Since UIB has to manage the Tunisian partners budget, they have to follow the regulations about acquisitions issued by UIB. Thus, due to the apprehensiveness that the public tender is deserted or exceeds the period of application of the project, UIB will transfer the amount of the servers stipulated in the budget to both University of Gabes and University of La Manouba, with the mandatory restriction of the use of the amount for exclusively the purchase of a server, attaching the characteristics, and presenting the same documentation required by the UIB.

The other equipment to be acquired (display equipment for courses) will follow the same regulations about acquisitions whose quantities do not exceed 18.000,00 €; 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. Next meetings

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

- 7th May, 2018, Halden (Norway) – Steering committee meeting (approx.)
- 30th June, 2018, videoconference – Steering committee meeting (approx.)
- 1st October, 2018, Mallorca (Spain) – Steering committee meeting (approx.)