

# Information Technology Governance for Tunisian Universities (ITG4TU)

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



Co-funded by the  
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## Coordination Meeting in Palma

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Modification</b>
1	0	2 Feb 16	Ricardo Colomo-Palacios	Initial Version



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## ***FIGURES***

**NO TABLE OF FIGURES ENTRIES FOUND.**



***TABLES***

TABLE 1. ACRONYMS AND DEFINITIONS ..... 1



# 1. Introduction

## 1.1. Objective

The objective of this document is to collect all decisions and agreements that took place on a particular meeting, in this case, the meeting that took place in Palma 2<sup>nd</sup> February 2016. It puts in context the current meeting with past ones, as well as serving as a specification for tasks to be carried out between meetings.

## 1.2. Scope

The scope of this document is the IT4GTU.

The scope of this document is the Meeting that took place in Palma, UIB on the 2<sup>nd</sup> of February 14.30h.

## 1.3. Target Audience

This document shall serve all the project partners throughout the project, as well as to the project officers to verify quality management activities.

## 1.4. Acronyms and Definitions Used

Table 1. Acronyms and Definitions

Acronym	Description
-	-

## 1.5. References

Ref.	Title
[1]	ITG4TU Proposal Release 1 (Final Version)



## 2. Meeting

### 2.1. Agenda

- Discuss the approach to be taken by consortium with regards to the emphasis on current models for ITG4U or ITG standards.
- Discuss the place, approach and topics of managers' trainings to take place in April 2016.
- Discuss agreement issues.

### 2.2. Members present

- Carlos Juiz (UIB)
- Antonio Fernández (UAL)
- Ricardo Colomo-Palacios (Hiof)

## 3. List of agreements

- Regarding the approach for current specific or generic models.
  - RC presents his concerns on using the ITG4U framework based on the risks to be taken due to the fact that this model is ruled and engineered by AF, making him a key person in the project. The argument is supported by CJ. However, AF stands that, once the managers' training is developed his support needs will decline (according to his experience), making the overall project more feasible in terms of risk assumption. AF commits to perform the training and later on, to provide controlled support for the project (that can be taken also from resources coming from UIB or SRH).
  - RC and CJ agreed on this initial assumption. That will be taken as a first approach.
  - Thus, for the initial assesment ITG4U will be taken.
- Regarding the place for the managers' training.
  - CJ informed that they agreed to hear the voice of tuninian partners on the most convenient way to proceed. If they believe it is better to stay in Tunez, then the meeting will take place there. If they believe it is better to take them out of their day-to-day activities, then Palma is the right place to meet.
  - CJ also informed that another factor to take into account is the approach for cost management for tunisian partners.
  - A decision should be taken by max. **15<sup>th</sup> February**.



- Regarding the approach for the managers' training.
  - The idea is dividing the training in three main parts. One day devoted to rectors (or similar roles) in which the headlines of the project will be explained (30 mins) highlighting the needs for each university. Three days more (5 hours per day) to perform a more technical training on ITG4U based on previous experiences for AF. Finally, a last day of the five will be devoted to bilateral meetings.
  - Initially all european partners will be in the trainings and AF will lead mainly the second part. CJ and RC (as well as, at least a SRH Berlin representative) will be present in the meeting and will support the whole teaching process.
  - Regarding the first day, the idea will be inviting a rector from Spain to the meeting and try to engage local rectors (or similar roles) by this mean. It is intended to invite Javier Uceda (UPM) to support the event.
  - Regarding the second part, the training will be based on the training developed by AF in the past and will be adapted to the new situation.
  - Teaching materials will be provided by AF and translated into English when needed. This translation will be made by SRH Berlin.
  
- Regarding agreement issues.
  - CJ informs that in the European side it is just still UAL the one that needs to send financial information to him.
  - Once he will get this information he will send the contract that needs to be signed by legal representative. Once he will get the scanned version (and later the original one) the payment will be made.