# Information Technology Governance for Tunisian Universities
# (ITG4TU)

# Management Meeting in Halden – State of the project

**Høgskolen I Østfold, Halden, Norway, 7th-11th May 2018**

*ITG4TU CONSORTIUM*

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

## AMENDMENT HISTORY

| Version | Revision | Date | Author | Modification |
|---------|----------|------|--------|--------------|
| 1 | 0 | 08 May 2018 | Beatriz Gómez | Initial Version |
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**Information Technology Governance for Tunisian Universities**
*561614-EPP-1-2015-1-ES-EPPKA2-CBHE-JP*
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*Version* 1.0

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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. 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

Members of each university team:

- Mrs. Belén Bermejo González from UIB
- Mrs. Mary Sánchez Gordon from OUC
- Dr. Mohamed Ouwais Kabaou from UGB
- Dr. Lotfi Tlig from UGB
- Dr. Imed Riadh Farah from UMA
- Dr. Farouk Kamoun from UMA
- Dr. Abdelaziz Abdellatif from UTM
- Dr. Noureddine Amdouni from UTM
- Mrs. Mariam Chabane from USS
- Dr. Ahmed Ben Arab from USS

# 2. Agenda

A Management Meeting was held in Halden on May 8th and 9th, 2018. 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: workplan – 3rd year.
2. Review of each IT Governance framework
3. State of budget and general decisions
4. Next meetings

## 2.1.   State of the project

Beatriz Gómez as Project Manager from University of Balearic Islands (UIB), performed the presentation and explained the following topics:

a) Work plan year 1

The activities scheduled for the first year are almost done, except for 2.2 Best Practice visit to Halden (right now) and Palma, being rescheduled in 2018. The next table summarizes this first year:

| WP | Activity | State |
|---|---|---|
| WP1 | 1.1 Internal team formation | |
| WP1 | 1.2 Kick off meeting | |
| WP1 | 1.3 Initial training Researchers | |
| WP1 | 1.4 Initial training Managers | |
| WP1 | 1.5 Project Infrastructure creation and communication | |
| WP1 | 1.6 Study and document practices outside consortium | |
| WP2 | 2.1 Best practices visit at programme countries | Almeria, Berlin, **Halden**, Palma[*] |
| WP2 | 2.2 Report on Best practices | Almeria, Berlin, **Halden**, Palma[*] |
| WP3 | 3.1 Quality Management Plan | |
| WP5 | 5.1 Project Management Plan | |
| WP5 | 5.2 Project Monitoring and Control | |
| WP5 | 5.3 Online Control meetings | |
| WP5 | 5.4 Face to Face Control Meetings | |
| WP5 | 5.6 Internal Documentation | |

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

Decision: As stated in previous management meetings, the remaining visits have been scheduled in the third year to save costs of travel and adjust the calendar (Halden and Palma). Regarding the Best Practice visit to Halden (2.2), each Tunisian partner must write a report before **May 25th**.

b) Workplan year 2

During this Management meeting and Best Practice Visits to Halden, 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. Based on the report on the activity *2.5 Governance Framework Development* that Tunisian partners had provided, European partners have assessed it, studying and validating its viability, thus they will send back an assessment report (activity 2.6) in the next days.

Furthermore, Tunisian partners were encouraged to finish the production of the activity *2.7 Training material development* before **June 20th** paying attention to the related activities belonging to the third year (see next section). The EU recommendations on this activity is to take advantage of the materials used in both *Initial Training Researchers* and *Initial Training Managers* and the information obtained through the *Study and document practices outside consortium*. Before **June 30th EU partners** will validate the new training materials (activity 2.8). The next table summarizes this second year:

| WP | Activity | State |
|---|---|---|
| **WP2** | 2.3  Report on Best Practices Validation | Almeria, Berlin, **Halden, Palma*** |
| **WP2** | 2.4  Initial assessment visit to Tunisian universities | |
| **WP5** | 5.5 Agency Reports | April middle report |
| **WP2** | 2.5  Governance Framework Development | **EU May 16th, TU June 8th** |
| **WP2** | 2.6  Governance Framework Assessment | **June 15th** |
| **WP2** | 2.7  Training materials development | **June 20th** |
| **WP5** | 5.2 Project Monitoring and Control | |
| **WP5** | 5.3  Online Control meetings | |
| **WP5** | 5.4  Face to Face Control Meetings | |
| **WP5** | 5.6  Internal Documentation | |

*The activities related to the Almeria and Berlin visit are already done. Regarding this report, the activities to be done are related to the Halden 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)  Workplan year 3

The project manager also explained the main activities to be performed in the third year to plan the remained *Best Practices Visit* 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 | Deadline |
|---|---|---|---|
| **WP2** | 2.7.  Training materials development | | June 20th |
| **WP2** | 2.8.  Training materials validation | | June 30th |
| **WP3** | 3.2 Quality Review Outputs | Quality auditor | June 15th |
| **WP4** | 4.1 Dissemination & Exploitation Plan | | June 15th |
| **WP4** | 4.2 Trainees dissemination | | July |
| **WP4** | 4.3 Pilot courses | | July |
| **WP4** | 4.4 Report on courses | | July-August |
| **WP4** | 4.5 Governance Framework Deployment | | July 15th |
| **WP4** | 4.6 Governance Framework monitoring | All together | October 1st |
| **WP4** | 4.7 Local, Regional, National and International Dissemination | | |
| **WP4** | 4.8 Research visits | UGB, UMA, UTM, USS* | September 15th |
| **WP4** | 4.9 Sustainability Plan | | October 1st |
| **WP5** | 5.2 Project Monitoring and Control | | October 15th |
| **WP5** | 5.3 Online Control meetings | | October 15th |
| **WP5** | 5.4 Face to Face Control Meetings | | October 15th |
| **WP5** | 5.5 Agency Reports | | October 15th |
| **WP5** | 5.6 Internal Documentation | | October 15th |

*The 4.8 Research visit activity related to UGB and USS are already done. Regarding this report, the activities to be done are related to UMA and UTM.

Decisions:

- In order to provide quality review outputs already planned in activity 3.2, **before June 15th** each partner (**EU and TU**) will provide a list of at least two possible candidates with the following profiles: ITG expert, quality management expert and/or Erasmus+ project management expert. After that, the Steering Committee will have an online meeting to select the candidates.

- As activity *4.1 Dissemination and Exploitation Plan* is related to the development of the ITG framework (activity 2.5), and after reviewing the already performed plan by Tunisian Partners, Ricardo Colomo-Palacios has provided a guide which includes several improvement suggestions to better adapt the plan with the already assessed ITG framework and with the other activities related to the project. The template can be found in the Dropbox shared folder **ITG4TU_Shared\_Templates\T_DisseminationPlan**. **TU partners** have to fill in before **June 15th**.

- Regarding activity *4.2 Trainees dissemination*, Tunisian partners have to prepare a dissemination event with their students, one for each university, like a workshop, seminar or similar, trying to catch attention and interests of future attendees to the Pilot courses. This activity is mainly targeting students but, if possible, it may include some stakeholders from the industry. Do not forget to take photos, prepare the list of attendance, etc. EU partners recommended to perform this activity before the end of classes and UGB proposed to do it within **July** inside the program of PhD students.

- Activity *4.3 Pilot Courses* consists of performing a course about IT Governance with the materials developed in the activity 2.7 and the already targeted trainees in the activity 4.2. This should be a piloting course, explaining the main core of IT Governance to the stakeholders. Again, do not forget to take photos, prepare the list of attendance, etc. The recommendation is to be done **before August**.

- Activity 4.4 is strongly related with the previous one as it is the *Report on Pilot Courses*. It consists of assessing the courses by both trainees and teaching staff to improve the quality of materials, teaching and learning materials and infrastructures. Final report should include specific updates in these artefacts. **UIB** will provide **before July** an example of survey and report to be prepared by TU partners and share among attendees during the pilot courses.

- Activity *4.5 Governance Framework Deployment* implies the deployment in TU HEIs the defined procedures planned in the Governance Framework Development (activity 2.5). The report on this activity should include the explanation of the performed tasks, proof of them (minutes, agenda…), risks happened during the execution of these tasks, the way they dealt with risks and its consequences. This report should be sent by **TU partners** before **July 15th**.

- In order to proceed accordingly with the activity **4.6 Governance Framework Monitoring**, EU partners have provided a survey template to share among the principal stakeholders affected by the deployment of the governance framework in Tunisian HEIs. The survey is in the Dropbox shared folder **ITG4TU_Shared\_Templates\T_Surveys**. This activity is aimed to be performed on **October**, on the las meeting before the ending of the project in Palma. EU partners are assuming the lower level of quality of this report due to a small frame window from the completion of the previous document (4.5) until the deadline of the project. However, the more time TU partners can spend to deploy the framework, the more activities and a better document they will provide. To take better advantage of the meeting, UIB will elaborate some guidelines for the monitoring activity in Palma.

- UGB and USS have already done their Research Visits (activity 4.8) both in Palma and in Halden. UMA will send a person in the same period of Palma meeting, with a previous plan of work. UTM will send a person last week of June to Palma also with a working plan. Both of them (UMA and UTM) will perform this activity in Halden on the last week of August.

- The Sustainability Plan (activity 4.9) should be done by each Tunisian partner before **October 1st**. Ricardo Colomo-Palacios has provided a template in the Dropbox shared folder **ITG4TU_Shared\_Templates\T_SustainabilityPlan**. The idea is to define objectives and actions in order to sustain the results of this project beyond the project itself, applying for new ways of funding.

## 2.2. Review of each IT Governance framework

Antonio Fernandez has provided some clues of improvement of the IT Governance framework. All the improvement suggestions will be included in the IT Governance framework assessment document and will be sent by **EU partners** on **May 16th**. **Tunisian partners** will include the new improvement recommendations and will send back the document before **June 8th**. Finally, before **June 15th EU partners** will compile the IT Governance framework assessment (activity 2.6).

## 2.3. State of budget and general decisions

Due to new public financial restrictions on public contracts from the Spanish Tax Ministry, the definition, design, coding and deployment of the Educational Platform will be performed in Tunisia. After managing all the pending reimbursements (this Halden trip and some remaining equipment displays), UIB will balance each budget and prepare a document with the definition of the elements the platform should incorporate and a range of possible prices.

## 2.4.Next Meetings

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

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

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# Management Meeting and Best Practice Visit

# 8th - 9th May 2018, Høgskolen I Østfold (Halden), Norway