Information Technology Governance for Tunisian Universities
(ITG4TU)

Management Meeting in Palma – State of the Project

ITG4TU CONSORTIUM

AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	21 Feb 2018	Beatriz Gómez	Initial Version
1	1	25 Feb 2018	Beatriz Gómez	Deadlines specification
1	2	01 Mar 2018	Carlos Juiz	Typo mistakes correction

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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. Mehdi Khouja as coordinator from UGB
- Dr. Lotfi Tlig as member of UGB
- Dr. Ismail Bouassida as coordinator from USS
- Dr. Slim Kallel as member of USS

2. Agenda

A Management Meeting was held in Palma on **February 20th, 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: work plan – 3 years
2. Remaining best practices and research visits in Halden
3. Equipment acquisition
4. Next meetings

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

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, Tunisian partners finished the activity 1.6 and furthermore they sent and published it in a journal. Regarding Best Practice visits, Almeria and Berlin visit have already been done, being Halden the next one in next trip. The following 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
WP1	1.6 Study and document practices outside consortium	Done
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

WP	Activity	State
WP5	5.1 Project Management Plan	Done

*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 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 Research Visits in Palma, 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 March 15th)**, European partners will assess it, studying and validating its viability, thus will send back an assessment report (activity 2.6) in the next month.

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 following table summarizes this second year:

WP	Activity	State
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 and Berlin visits 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. The project manager also explained roughly the main activities to be performed in the third year. 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.

Tunisian partners must stablish their Dissemination and Exploitation plan (**4.1**) taking into account those activities beyond the project. The report should be done before April 15th.

Regarding activities related to the IT Governance framework, in the next trip to Halden the ITG4TU consortium will review the Deployment (**4.5**) which depends on plan indicated in activity 2.5. As for the Monitoring (**4.6**) it is scheduled to be done on September 2018.

Regarding the Research Visits activity (**4.8**), each Tunisian partner must write a report before **March 5th**. 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 Halden during the last period of the project. Two students and/or professors can visit OUC 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, as it is currently being done in Palma.

Regarding the Best practices visit in Halden, the ITG4TU consortium agreed on May 7th to May 11th being flexible dates depending on availability and prices of flights (from 6th to 12th for example).

2.3. Equipment acquisition

Since UIB must manage the Tunisian partners budget, they have to follow the regulations about acquisitions issued by UIB. There is some remaining equipment each Tunisian university can acquire:

- USS: display equipment not surpassing 500,00 €
- UTM: display equipment not surpassing 5.000,00 €
- UGB: display equipment not surpassing 5.000,00 €

As it was previously done, in case of USS and UTM they must present a bill specifying the equipment. On the other hand, UIB will transfer 5.000,00 € to UGB with the mandatory restriction of the use of the amount for exclusively the purchase of display material, attaching the characteristics, and presenting the same documentation required by the UIB. This is mandatory and to be sent as soon as possible 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
- 30th June 2018, videoconference – Steering committee meeting (approx.)
- 1st October, 2018, Mallorca (Spain) – Steering committee meeting (approx.)