

Information Technology Governance for Tunisian Universities (ITG4TU)

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



Co-funded by the
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Management Meeting in Palma – End of the project

Universitat de les Illes Balears, Palma, Spain, 1st – 5th October 2018

ITG4TU CONSORTIUM



AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	05 Oct 2018	Beatriz Gómez	Initial Version
1	1	08 Oct 2018	Carlos Juiz	Typo revision



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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. 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

Members of each university team:

- Mrs. Belén Bermejo González from UIB
- Dr. Mohamed Ouweis Kabaou from UGB
- Dr. Lotfi Tlig from UGB
- Dr. Imed Riadh Farah from UMA
- Dr. Imtiaz Fliss from UMA
- Dr. Abdelaziz Abdellatif from UTM
- Dr. Monia Najjar Ep Bounouh from UTM
- Dr. Heithem Abbes from UTM
- Dr. Slim Kallel from USS
- Dr. Ahmed Ben Arab from USS
- Dr. Ahmed Hajkacem from USS

2. Agenda

A Management Meeting was held in Palma on October 3rd, 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. Brainstorming of new projects



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 Palma (right now), 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, Berlin and Halden visit are already done. Regarding this report, the activities to be done are related to the Palma 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 Palma (2.2), each Tunisian partner must write a report before **October 8th**.

b) Workplan year 2

During this Management meeting and Best Practice Visits to Palma, some Governance framework sessions were performed to give support to Tunisian partners in the elaboration of their IT Governance framework plan. The main idea of this activity is to give them some recommendations after the assessment of each document. 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 the definitive assessment report (activity 2.6) in the next days. Within this sessions, Tunisian partners also presented their *4.5 Governance Framework Deployment* with some evidences about the activities already performed related to the IT Governance framework plan.

Furthermore, Tunisian partners were encouraged to present the production of the activity *2.7 Training material development* related to activities belonging to the third



year (see next section). **EU partners** will present the definitive training materials assessment (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	
WP2	2.6 Governance Framework Assessment	
WP2	2.7 Training materials development	
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, Berlin and Halden visit are already done. Regarding this report, the activities to be done are related to the Palma 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 belonging to the third year of the project. Tunisian partners presented their activities 4.2 *Trainees dissemination* and 4.3 *Pilot courses* performed last July, September and to be performed next week by University of La Manouba and University of Tunis el Manar. The next table summarizes the third year:

WP	Activity	State
WP2	2.7. Training materials development	
WP2	2.8. Training materials validation	
WP3	3.2 Quality Review Outputs	
WP4	4.1 Dissemination & Exploitation Plan	
WP4	4.2 Trainees dissemination	
WP4	4.3 Pilot courses	
WP4	4.4 Report on courses	
WP4	4.5 Governance Framework Deployment	
WP4	4.6 Governance Framework monitoring	
WP4	4.7 Local, Regional, National and International Dissemination	
WP4	4.8 Research visits	
WP4	4.9 Sustainability Plan	
WP5	5.2 Project Monitoring and Control	
WP5	5.3 Online Control meetings	
WP5	5.4 Face to Face Control Meetings	
WP5	5.5 Agency Reports	Final report
WP5	5.6 Internal Documentation	



Decisions:

- In order to provide quality review outputs already planned in activity 3.2, **before October 14th** each partner (EU and TU) will provide the report of the external quality audit from each institution.
- 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 reviewed and accepted the final version.
- 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. **UMA and UTM** will perform this activity next week and provide photos and list of attendance before **12th October**.
- 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. **UMA and UTM** will provide this report before **12th October**.
- 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 has been reviewed and suggestions have been provided by Ricardo Colomo-Palacios and Antonio Fernández during this session.
- In order to proceed accordingly with the activity **4.6 Governance Framework Monitoring**, EU partners have been working all together with TU partners on this last meeting 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, OUC has elaborated some guidelines for the monitoring activity in Palma.
- Regarding Research visits (**4.8**), UTM has sent a person on this same week with also a working plan. UMA and UTM performed this activity in Halden on the second week of September and they have already provided their reports.
- The Sustainability Plan (activity **4.9**) has been done by each Tunisian partner following the template that Ricardo Colomo-Palacios provided 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. **Tunisian partners** have included the new improvement recommendations during this session.

2.3. State of budget and general decisions

After reviewing several options from different providers regarding the Educational Platform, we have decided not to carry out it since they offer the same thing that we have in the universities for free (already developed in moodle). Since the platform was not an activity, but an outcome, we can have the same without the unnecessary expense of that amount. We prefer not to spend that real expense and return it than to throw away the money. We informed the Project Officer with this decision in order to have her approval.

2.4. Brainstorming of new projects

The Consortium has estimated several options in which we can apply again together to new EACEA projects:

	Idea	How?	Outcome	Type of Project	Leader
1	Universitic	List of indicators	Tool	Erasmus+ K2	Antonio
2a	Capacity building <ul style="list-style-type: none"> • IT strategic • Portfolio (top managers) • Project management (IT directors) 	Implementation	Courses	Erasmus+ K2	??
2b	The importance of the CIO: <ul style="list-style-type: none"> • Role • Best practices 	Policies to implement	Courses	Erasmus+ K2	??
3	Building a capacity program for IT (Career center)	Entrepreneurship Industry and academy Improve the employability of the people	Training Framework	Erasmus+ K2	Sfax
4	Open Innovation	Entrepreneurship List of barriers Industry and academy	Training	Erasmus+ K2	UIB? Mediterranean? Morocco, Canary Islands?
5	Digital transformation	Indicators, training	Courses Framework	K2 bilateral	Bilateral Spain – Tunisia
6	Quality Assurance	Academia	Policies	Erasmus+ K2	Tunisia



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Version 1.1

Management Meeting and Best Practice Visit

1st - 5th October 2018, Universitat de les Illes
Balears (Palma), Spain



UNIVERSITÉ DE
TUNIS EL MANAR