

# Information Technology Governance for Tunisian Universities (ITG4TU)

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



Co-funded by the  
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## Meeting minutes

**University of Manouba, Manouba, Tunisia**  
*14 September 2016*

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Modification</b>
1	0	14Sept16	Youssef BEN HALIMA	First version of the document
1	1	15Sept16	Imed Riadh FARAH	Minor changes
1	2	15Sept16	Farouk Kamoun	Minor changes



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## 1. Attendants

- ) Imed RIADH FARAH: director of the IAMM Manouba
- ) Skander BELHADJ: director of studies
- ) Walid KHAYATI: director of Computer Science Departement
- ) Mehrez ESSAFI: Responsible of Engineering Studies
- ) Youssef BEN HALIMA: ITG Coordinator
- ) Mohamed FARAH: ITG team member from ISAMM
- ) Nadia AMRI : ITG team member from UMA
- ) Yemna SAYEB : ITG team member from ISAMM
- ) Walid CHAKER : ITG team member from ENSI
- ) Cherif GHAZEL : ITG team member from ENSI
- ) Farouk KAMOUN: ITG team member from ENSI

## 2. Agenda

### 2.1. Presentation of the best practices sheet

Dr. Youssef BEN HALIMA, as coordinator of the project in the University of Manouba, presented the best practices sheet. He introduces the best practice related to each principle: Responsibility, strategy, acquisition, performance, conformance, and human behaviors. He also presented the main issue, which is the adequacy of the presented best practices to the faculty context.

The attendants discussed in detail all questions related to the best practices of each principle. The ITG committee members appreciate these principles.

Pr Riadh FARAH, as the director of the higher institute of Arts of multimedia, explained that these principles are the keys to the good governance of our institution and university.

Conclusion: The participants confirmed that these practices are adequate to the context of the university.

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## Meeting minutes

**University of Manouba, Manouba, Tunisia**  
*22 September 2016*

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

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1	0	22Sept16	Youssef BEN HALIMA	First version of the document
1	1	25Sept16	Imed Riadh FARAH	Minor changes
1	2	25Sept16	Youssef BEN HALIMA	Minor changes



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## 1. Attendants

- ) Dr. Youssef BEN HALIMA coordinator of the ITG4TU project
- ) Pr. Imed Riadh FARAH, member of the ITG4TU Team
- ) Dr. Yemna SAYEB, member of the ITG4TU Team
- ) Pr. Farouk KAMOUN, member of the ITG4TU Team
- ) Dr. Walid CHAKER, member of the ITG4TU Team

## 2. Agenda

### 2.1. Compilation the best practices sheet

A Meeting was held in Manouba on 22st September 2016 consortium, led by the coordinator of the project, Dr. Youssef BEN HALIMA, about **Best practices**

The ITG4TU team met to discuss the decision taken in our last meeting about the best practices. As coordinator of the project in the University of Manouba, Dr. Youssef BEN HALIMA proposes to contact the project coordinator of other implied Tunisian universities to share with him the taken decision and discuss their point of view on the adequacy of the best practices with the Tunisian context.

Conclusion: Dr. Youssef BEN HALIMA, the project coordinator in the university of Manouba, will meet the coordinators of the implied universities; Sfax, Tunis Elmanar, and Gabes



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## Meeting Minutes

**ITG4TU Tunisian Partners, 04/10/2016**

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Modification</b>
1	0	04Oct2016	Mehdi Khouja	Initial Version
1	1	05Oct2016	Ismael Bouassida	Minor changes
1	2	06Oct2016	Youssef BEN HALIMA	Minor changes



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## 1. Attendances

The ITG4TU Tunisian coordinators:

- ) Dr. Mehdi Khouja as coordinator form UGB
- ) Dr. Youssef Ben Halima as coordinator from UMA
- ) Dr. Samir Moalla as coordinator from UTM
- ) Dr. Ismael Bouassida as coordinator form US

## 2. Agenda

A meeting was held via skype on October 04<sup>th</sup>, 2016. In this meeting, the Tunisian coordinator discussed the adaptation of the ITG best practices for the Tunisian universities.

### **Adaptations on IT Governance Framework best practices**

Each coordinator gave a feedback about the adequacy of the ITG best practices for his university. The discussion was focused on the best practices to include or exclude from the Tunisian ITG framework. The attendances agreed to adopt the same framework for the four Tunisian universities. The framework will consist on various best practices organised into six ITG principles.

# Information Technology Governance for Tunisian Universities (ITG4TU)

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## Meeting minutes

**FSEGS, University of Manouba, Manouba, Tunisia**  
*15 November 2016*

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Modification</b>
1	0	15Nov16	Youssef BEN HALIMA	First version of the document
1	1	16Nov16	Imed Riadh FARAH	Minor changes



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## 1. Attendants

- ) Dr. Youssef BEN HALIMA, member of the ITG4TU Team
- ) Pr. Imed Riadh FARAH, member of the ITG4TU Team
- ) Pr. Farouk KAmoun, member of the ITG4TU Team

## 2. Agenda

### 2.1. Current situation of the best parctices

In this phase of the project, the current situation of the best practices should be identified. The ITG4TU Team identified four persons to separately fill in the best practices sheet. These persons are:

1. The Director of ISAMM, Pr. Imed Riadh FARAH
2. The IT responsible in the university, Dr. Yemna SAYEB in collaboration with The External Programs coordinator, Dr. Nadia Amri
3. A member of the IT Laboratory at the ENSI, Dr. Cherif GHAZEL
4. A member of a Scientific board at ENSI, Dr. Walid CHAKER

Conclusion: Five persons are solicited to complete the best practices sheet related to the best practices of the governance of our faculty.



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## Meeting minutes

**University of Manouba, Manouba, Tunisia**  
*30 November 2016*

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Modification</b>
1	0	30Nov16	Youssef BEN HALIMA	First version of the document
1	1	01Dec16	Imed Riadh FARAH	Minor changes
1	2	02Dec16	Walid CHAKER	Minor changes



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## 1. Attendants

- ) Imed RIADH FARAH: director of the IAMM Manouba
- ) Skander BELHADJ: director of studies
- ) Walid KHAYATI: director of Computer Science Departement
- ) Mehrez ESSAFI: Responsible of Engineering Studies
- ) Youssef BEN HALIMA: ITG Coordinator
- ) Mohamed FARAH: ITG team member from ISAMM
- ) Nadia AMRI : ITG team member from UMA
- ) Yemna SAYEB : ITG team member from ISAMM
- ) Walid CHAKER : ITG team member from ENSI
- ) Cherif GHAZEL : ITG team member from ENSI
- ) Farouk KAMOUN: ITG team member from ENSI

## 2. Agenda

### 2.1. Presentation current situation of the best practices

During this meeting, the designated persons to fill the best practice sheet (The Director of ISAMM, The IT responsible in the university, The External Programs coordinator, A member of the IT Laboratory at the ENSI and A member of a Scientific board at ENSI) were willing to present their opinion.

The other attendants intervene after each principle to present their point-of-view. In some case, they are disagreeing with the proposed opinions.

A consensus was reached after presenting the four opinions and the final version of the document was created.

Conclusion: This document of the current best practice is ready and needs to be sent to European ITG4TU team to have a first feedback. Some questions are also sent to the ITG4TU team.

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## Meeting minutes

**University of Manouba, Manouba, Tunisia**  
*14 Dec 2016*

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Modification</b>
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1	1	15Dec16	Imed Riadh FARAH	Minor changes
1	2	15Dec16	Farouk KAMOUN	Minor changes



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## 1. Attendants

The ITG4TU Team:

- Youssef BEN HALIMA: ITG Coordinator
- Imed Riadh FARAH: director of the ISAMM/ ITG Team Member
- Farouk KAMOON: ITG Team Member

## 2. Agenda

### 2.1. Compilation the best practices situation

A Meeting was held in Gabes on 14 December 2016 consortium, led by the coordinator of the project, Dr. Youssef BEN HALIMA, about **compilation the best practices situation**

This meeting is planned after receiving the comments of the European ITG4TU team about the current situation of the best practices of the University of Manouba.

This review contains:

- The responses on the questions sent with the best practice sheet.
- Some suggestions to modify this sheet,
- Some comments to explain the need of such modifications to the success of the project.

Conclusion: A new version of the best practice sheet was prepared and sent to European ITG4TU team.



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## Meeting Minutes

University of Manouba, Tunisia, 06/03/2017

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

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1	0	06March2017	Walid CHAKER	Initial Version
1	1	07March2017	Youssef BEN HALIMA	Minor changes



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## 1. Attendance

The ITG Committee:

- ) Imed RIADH FARAH: director of the IAMM Manouba
- ) Skander BELHADJ: director of studies
- ) Walid KHAYATI: director of Computer Science Departement
- ) Mehrez ESSAFI: Responsible of Engineering Studies
- ) Youssef BEN HALIMA: ITG Coordinator
- ) Mohamed FARAH: ITG team member from ISAMM
- ) Nadia AMRI : ITG team member from UMA
- ) Yemna SAYEB : ITG team member from ISAMM
- ) Walid CHAKER : ITG team member from ENSI
- ) Cherif GHAZEL : ITG team member from ENSI
- ) Farouk KAMOUN: ITG team member from ENSI

## 2. Agenda

A Meeting was held in Manouba on 6th march 2017 consortium, led by the coordinator of the project, Dr. Youssef BEN HALIMA, about the following important topics:

Presentation of the maturity model Matrix;

Dr. Youssef BEN HALIMA has presented the different aspects of maturity model organized in different principles; Responsibility, Strategy, Acquisition, Performance, Conformance and Human behavior. After a discussion conducted by all the members, the director has declared that the proposed maturity model is adequate for the university context. To support the choice of this model, the attendance requested the ITG4TU team to consult the partner universities regarding the adoption of the maturity matrix.

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## Meeting Minutes

University of Manouba, Tunisia, 06/4/2017

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

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0	1	06/04/2017	Youssef BEN HALIMA	Initial Version



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## 1. Attendance

The ITG4TU Team:

- Youssef BEN HALIMA: ITG Coordinator
- Imed Riadh FARAH: director of the ISAMM/ ITG team member
- Farouk KAMOUN: ITG team member

## 2. Agenda

A Meeting was held in Manouba on 6th of April 2017 consortium, led by the coordinator of the project, Dr. Youssef BEN HALIMA, about the following important topics:

### **Compilation the maturity model Matrix**

The ITG4TU project committee met to discuss the decision taken in our last meeting about the best practices.

Dr. Youssef BEN HALIMA, as coordinator of the project in the University of Manouba, proposes to contact all the ITG4TU coordinators of other implied Tunisian universities to share decision and discuss their point of view on the adequacy of the maturity model with the Tunisian context.

The ITG4TU examined the current level of maturity by selecting the existing aspects of governance.

Conclusion: The project coordinator will meet the coordinators of other universities partners: Sfax, Elmanar and Gabes.



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## Minutes Meeting

**ITG4TU Tunisian Partners, 19/04/2017**

*ITG4TU CONSORTIUM*



### ***AMENDMENT HISTORY***

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1	0	19April2017	Mehdi Khouja	Initial Version
1	1	20April2017	Ismael Bouassida	Minor changes
1	2	21April2017	Youssef BEN HALIMA	Minor changes



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## 1. Attendances

The ITG4TU Tunisian coordinators:

- ) Dr. Mehdi Khouja as coordinator form UGB
- ) Dr. Youssef Ben Halima as coordinator from UMA
- ) Dr. Samir Moalla as coordinator from UTM
- ) Dr. Ismael Bouassida as coordinator form US

## 2. Agenda

A meeting was held via skype on April 19<sup>th</sup>, 2019. In this meeting, the Tunisian coordinator discussed the adaptation of the maturity model matrix.

### **Adaptations on IT Governance maturity model:**

Each coordinator gave a feedback about the adequacy of the maturity model matrix for his university. The discussion was focused on the aspects of the maturity model to include or exclude from the Tunisian ITG maturity model. The attendances agreed to adopt the same maturity model for the four Tunisian universities. The model will consist on various aspects (Evaluate, Direct and Monitor) organised into six ITG principles.

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## Meeting Minutes

**University of Manouba, Tunisia, 03/5/2017**

*ITG4TU CONSORTIUM*



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**Information Technology Governance for Tunisian Universities**  
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### ***AMENDMENT HISTORY***

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**Information Technology Governance for Tunisian Universities**  
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## 1. Attendance

The ITG4TU Team:

- ) Youssef BEN HALIMA: ITG Coordinator
- ) Imed Riadh FARAH: director of the ISAMM/ ITG team member
- ) Farouk KAMOUN: ITG team member

## 2. Agenda

A Meeting was held in Manouba on 3<sup>rd</sup> of May 2017 consortium, led by the coordinator of the project, Dr. Youssef BEN HALIMA, about **maturity goals**

After adopting the maturity model and analyzing the current maturity level, the ITG4TU Team established a list of improvement actions as below;

### **For the responsibility:**

- Set up an IT Strategic Committee and an IT Governance Committee
- Promote the importance of IT Governance in the University of Manouba.
- Create a role of CIO in the University under the rector.

Commentaire [L1]: ✓ Set up an IT Strategic Committee and an IT Governance Committee??

### **For the strategy**

- No actions to do.

### **For the acquisition**

- No actions to do

### **For the performance**

- The GT should design a policy that reflects the expected performance of university processes that are IT-based
- An IT Strategic Plan should be designed that is aligned with the university's overall strategy.
- The GT should promote the design of a procedure to analyse the satisfaction of various stakeholders with relation to the university's IT-based services in operation.

### **For the conformance**

- No extra actions to do.

### **For the Human Behavior**

- Everyone needed to complete the IT activity should take part.
- Offer technical training and teach the people participating in IT projects how the services work.