

# IT Governance for Albanian Universities (ITG4AU)

*585578-EPP-1-2017-1-ES-EPPKA2-CBHE-JP*



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

## Kick-Off Meeting Report

**University of Balearic Islands (Spain), 5<sup>th</sup>-6<sup>th</sup> February, 2018**

*ITG4AU CONSORTIUM*



## ***AMENDMENT HISTORY***

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Author</b>	<b>Modification</b>
1	0	15 Feb 2018	Beatriz Gómez Suárez	Initial Version
1	1	16 Feb 2018	Carlos Juiz García	Initial Version



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## 1. Introduction

The Kick-Off Meeting took place in Mallorca, Balearic Islands, on 5<sup>th</sup> – 6<sup>th</sup> February 2018. The following document is the summary of main points and decision taken place in the Kick-Off Meeting and affecting the ongoing progress of the Project. Deadlines and important decisions are highlighted.

## 2. Discussion about the project

In this meeting, the ITG4AU partners presented themselves and discussed about the following important topics:

- Presentation of the Project Management Plan: its aims and objectives and an overview of short and long term impact indicators.
- Presentation of the Implementation of ERASMUS<sup>+</sup> Capacity Building Projects: Management, Coordination, Budget and Financial Reporting.
- Project collaboration procedures.
- Definition of tasks and discussion of Work Packages.
- Plan and programming of work to be done.
- Plan of actions for the Initial Training Managers.
- Issues regarding subcontracting: internal and external auditory.
- Plan of actions for the Best practices visits at programme countries universities.
- Plan of action until next meeting.

### 2.1. Plan of actions for the Initial Training Managers

On 11<sup>th</sup> – 15<sup>th</sup> June 2018 will be held the Initial Training Managers in Albania. The main target of this training is **technical and board staff** of each Albanian institution in order to set a minimum level of competency among managers in HEI at partner countries. This training will be divided in three parts (if possible, 1 day approx. for each task):

1. ITG summary: taught mainly by UIB, SHR and OUC.
  - a. It will include a state of the art made by Albanian universities.
2. ITG for Universities framework: UAL will explain its internal experiences applying it framework.

### 2.2. Issues regarding subcontracting: internal and external auditory

On 29<sup>th</sup> – 30<sup>th</sup> January was held the Grant holders Meeting about Capacity Building in Higher Education (CBHE) in Brussels. UIB as coordinator and UT as representative of partner countries attended it to be informed in detail about practical issues related to the implementation of the project, the grant agreement management and the financial rules applicable to CBHE grants.





In that event, they had the opportunity to meet with the Project Officer assigned to this project and she made some recommendations about the subcontracting section. She pointed out that there is no part of the budget designated to the financial audit the coordinator must perform at the end of the project. In fact, there are specified some internal audits that surpass the estimated cost from the project officer point of view.

In order to solve this issue, the partners presented three solutions:

1. Reduce the total amount of “IT Governance Educational Platform Definition, Design, Coding and Deployment” and add a new line about “Financial auditing”. The recalculated amounts might be 16.000,00 € for the platform and 9.000,00 € for the financial audit.
2. Reduce the total amount of “Auditing” from each partner and add a new line about “Financial auditing”. The recalculated amounts could be as indicated in the following table:

Programme countries	From (€):	To (€):	Partner countries	From (€):	To (€):
P1 – UIB	4.000,00	3.000,00	P5 – UPT	2.500,00	2.000,00
P2 – UAL	4.000,00	3.000,00	P6 – UAMD	2.500,00	2.000,00
P3 – SRH	5.000,00	3.000,00	P7 – EUT	2.500,00	2.000,00
P4 – OUC	6.000,00	3.000,00	P8 – UT	2.500,00	2.000,00
New Financial Audit line:		9.000,00			

3. Reduce the total amount of “Auditing” from only the Programme countries and add a new line about “Financial auditing”. The recalculated amounts could be as indicated in the following table:

Programme countries	From (€):	To (€):	Partner countries	From (€):	To (€):
P1 – UIB	4.000,00	2.500,00	P5 – UPT	2.500,00	-
P2 – UAL	4.000,00	2.500,00	P6 – UAMD	2.500,00	-
P3 – SRH	5.000,00	2.500,00	P7 – EUT	2.500,00	-
P4 – OUC	6.000,00	2.500,00	P8 – UT	2.500,00	-
New Financial Audit line:		9.000,00			

These three options were submitted to vote, and **option 2** was selected.

### 2.3. Plan of action for the Best practices visits at programme countries universities

Albanian partners should arrange the desirable dates for Best practices visits in order to set the agenda promptly. Since it is very difficult to set four different dates for each Albanian university in each programme country, and the budget for trips is very tight, it would be recommendable to mix both activities *Best practice visits* and *Management meetings* in programme countries. The next management meeting is scheduled to be in Almeria at the end of the year, so at least, partners should agree with the union of these activities.



## 2.4. Plan of action until next meeting

- UIB will share to all partners the first version of the **Internal Team Formation** in order to review and verify all data is correct.
- UIB as coordinator of the project will send to the Project officer the questions arisen in the Kick-off meeting. In parallel, Albanian partners will do the same with their NEO in Albania. **The questions and answers are included in the Annex I below.**

## 3. Partnership Agreements

As mentioned under Article I.10.5 of the Grant Agreement, the beneficiaries are required to lay down the detailed provisions for their relations and for the implementation of the project. These provisions shall be formalised in a **Partnership Agreement** to be signed by the coordinating institution and the beneficiaries. A copy of the Partnership Agreement(s) must be provided to the Executive Agency within **6 months** of the signature of the Grant Agreement.

All the partners have established an agreement between the coordinator and each institution covering the following aspects of the project:

- The partners' role and responsibilities.
- Financial management.
- Project management and decision-making process.
- Project Quality Assurance.
- Decision/conflict resolution mechanisms.

Since all the Partnership Agreements are already signed, UIB as coordinator will manage the transference of the corresponding 50% of the budget to each partner, except to Polytechnic University of Tirana and University of Tirana, who want to change their account number, in whose case UIB will wait until they send the updated bank information, duly signed and stamped.

## 4. Project infrastructure creation and communication

UIB is responsible for the development of project management infrastructure, including version control, and the communication to all partners. It is also responsible for social networks, institutional webpage and its contents. The webpage already contains information about the project (mission, aims and objectives, methodology), partners, news and documentation related to the project (deliverables, training material, etc.). A first version is available on [itg4au.uib.eu](http://itg4au.uib.eu). It must be continuously updated.



## 5. Quality management plan

The purpose of the Quality Management Plan is to describe how quality will be managed throughout the lifecycle of the project, thus the aim is to ensure the high quality of deliverables along with the quality of the process itself.

Starting with the quality management requirements that will be completed in the beginning of the project, the quality management plan will include:

- Requirements for evaluating project deliverables
- Schedule of the audits
- Criteria and measures that deliverables must satisfy
- Corrective actions in case of non-qualitative deliverables

OUC is responsible for the development of the Quality Management Plan and also for the whole work package. It will be developed before **1<sup>st</sup> March**.

## 6. Project management plan

A Project Management Plan is a formal, approved document used to guide both project execution and project control. The primary uses of the project plan are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines. UIB is responsible for the development of the detailed project plan and also for the whole work package. It will be developed before **20<sup>th</sup> February**.



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Kick-Off Meeting Report *Version 1.1*

## Kick-Off Meeting

5<sup>th</sup> – 6<sup>th</sup> February 2018, University of Balearic  
Islands (Palma de Mallorca), Spain



Universitat  
de les Illes Balears



Polytechnic University  
of Tirana







## ATTENDANCE Kickoff meeting & Initial Training Researchers

5<sup>th</sup> February 2018

Attendant	Institution	Registration
Carlos Juiz	UIB	
Beatriz Gómez	UIB	
Belén Bermejo	UIB	
Antonio Fernández	UAL	
Ricardo Colomo-Palacios	OUC	
Elinda Meçe	UPT	
Evis Trandafili	UPT	
Andrea Maliqari	UPT	
Vladi Kolici	UPT	
Lindita Mukli	UAMD	
Luçiana Toti	UAMD	
Gerti Kallbaqi	UAMD	
Rinela Kapciu	UAMD	
Ketrina Mijo	EUT	
Besarta Vladi	EUT	







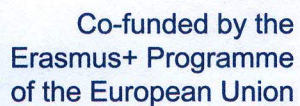


## ATTENDANCE Kickoff meeting & Initial Training Researchers

6<sup>th</sup> February 2018

Attendant	Institution	Registration
Carlos Juiz	UIB	
Beatriz Gómez	UIB	
Belén Bermejo	UIB	
Antonio Fernández	UAL	
Ricardo Colomo-Palacios	OUC	
Elinda Meçe	UPT	
Evis Trandafili	UPT	
Andrea Maliqari	UPT	
Vladi Kolici	UPT	
Lindita Mukli	UAMD	
Luçiana Toti	UAMD	
Gerti Kallbaqi	UAMD	
Rinela Kapciu	UAMD	
Ketrina Mijo	EUT	
Besarta Vladi	EUT	





**Kickoff meeting**  
**Initial Training Researchers**  
**ITG4AU - 6<sup>th</sup> February 2018**

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