

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

Management Meeting Minutes – State of the project

Polytechnic University of Tirana, Tirana (Albania), 4th July 2018

ITG4AU CONSORTIUM



AMENDMENT HISTORY

| Version | Revision | Date | Author | Modification |
|---------|----------|-------------|---------------|-----------------|
| 1 | 0 | 09 Jul 2018 | Beatriz Gómez | Initial Version |
| 1 | 1 | 11 Jul 2018 | Carlos Juiz | Minor changes |



CONTENTS

| | |
|--|----------|
| 1. Introduction | 1 |
| 2. Attendants | 1 |
| 3. Agenda | 1 |
| 3.1. State of the project: workplan – 1 st year..... | 1 |
| 3.2. Study of the budget regarding the acquisition of equipment..... | 2 |
| 3.3. Different questions and answers | 3 |
| 3.4. Next meetings | 3 |



1. Introduction

A Management Meeting was held on **July 4th, 2018** at the Polytechnic University of Tirana, Tirana, Albania.

The purpose of this meeting includes monitoring the project implementation, discussing new procedures in the management of the budget, identifying potential problems and recommending solutions to them.

2. Attendants

- Dr. Carlos Juiz, as Coordinator of the project from University of Balearic Islands
- Ms. Beatriz Gómez as Project Manager from University of Balearic Islands
- Dr. Antonio Fernández as representative from University of Almeria
- Dr. Vladimir Stantchev as representative from SRH Hochschule Berlin (through videoconference)
- Dr. Ricardo Colomo-Palacios as representative from Høgskolen i Østfold
- Prof. Asoc. Dr. Elinda Kajo Meçe, as representative from Polytechnic University of Tirana.
- Msc. Gerti Kallbaqi, as representative from Aleksander Moisiu University of Durrës.
- Dr. Ketrina Çabiri Mijo, as representative from European University of Tirana.
- Agim Kasaj, as representative from European University of Tirana.
- Ms. Romina Muka, as representative from University of Tirana.

3. Agenda

In this meeting, the ITG4AU 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 – 1st year
2. Study the possibility to change the amount and features of the equipment to be acquired
3. Different questions and answers
4. Next meetings

3.1. State of the project: workplan – 1st year

Due to the delay in receiving the grant from the European Agency, the activities scheduled for the first year are two months delayed. Nonetheless, partners have managed to keep up to date. The next table summarizes this first year:



| WP | Activity | State |
|-----|---|--------------------------------------|
| WP1 | 1.1 Internal team formation | Missing partners should send it asap |
| 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 | TBD in next months |
| 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 | 5.4 Face to Face Control Meetings | Almeria, Berlin, Halden, Palma |
| WP5 | 5.6 Internal Documentation | |

Decisions:

- Partners have decided to mix activity **2.1 Best practices visit at programme countries** with **5.4 Face to Face Control Meetings** thus scheduling them at the same time to save costs of travel and better adjust the calendar with hosts.
- Regarding activity **1.6 Study and document practices outside consortium**, partners have decided to take advantage of this activity and write a paper to be published in an indexed journal. The first idea is to focus on developing countries through a multivocal literature review.
- Partners were reminded to consider the **Internal Documentation** to be share among all each time they meet or perform an activity to improve the communication both inside and outside the consortium, and to report all the results.

3.2. Study of the budget regarding the acquisition of equipment

Some partners feel that the procedure to acquire equipment so expensive would delay and even impede this acquisition in the project period. They would prefer to split the amount indicated in the budget and purchase several things cheaper rather than just one expensive. In this way they can better align their necessities with the activities in the project and with the budget.

To study the possibility to change the amount and features of the equipment to be acquired, partners should:

- Send a letter explaining their necessities and the characteristics the equipment should have. Justify the change in number and in price if necessary.
- The coordinator, Carlos Juiz, will send all the reports to the EACEA Project Officer asking about the possibility of the changes.



3.3. Different questions and answers

Since the EACEA Project Officer sent some recommendations after the Field Monitoring Visit held on **April 12th, 2018**, Carlos Juiz and Beatriz Gómez, as Coordinator and Project Manager respectively, they wanted to inform and suggest about the following issues:

- Partnership Agreements are already signed and sent to the European Agency. Any change partners want to make should be through amendments.
- All management plans related to the project (**1.5 Project Infrastructure Creation and Communication**, **3.1 Quality Management Plan** and **5.1 Project Management Plan**) are already finished and published on the official website (<http://itg4au.uib.eu/IT-Governance-documents/Deliverables/>). Partners were suggested to read them and inform about any suggestion or change.
- The European Agency insisted in the dissemination to all the activities related to the project. For this it was created the website and several social networks:
 - Website: itg4au.uib.eu
 - Twitter: [@ITG4AU](https://twitter.com/ITG4AU)
 - Facebook: www.facebook.com/itg4au
 - LinkedIn: www.linkedin.com/groups/12095811

On the other hand, partners from *SRH Hochschule Berlin* have been absent during the first activities of the project. Vladimir Stantchev, through videoconference, personally apologized for his absence and in order to show more implication he appointed himself to be the next host regarding Best Practices Visits and additionally, he is open to host more visits there. Regardless of it and to improve the communication of the consortium, Carlos Juiz as the Coordinator, together with the other partners, will send him a letter requesting more participation and implication from his institution.

3.4. Next meetings

As indicated above, partners have decided to mix activity **2.1 Best practices visit at programme countries** with **5.4 Face to Face Control Meetings** thus scheduling them at the same time to save costs of travel and better adjust the calendar with hosts. Therefore, accepting the request from SRH to be the next host in Berlin, the consortium have switched the visit to Almeria to be Berlin. The meeting will be in the week of **November 12th, 2018 in Berlin**.



Management Meeting Minutes – State of the project

4th July 2018, Polytechnic University of Tirana
(Tirana) Albania



Universitat
de les Illes Balears



Polytechnic University
of Tirana

