

IT Governance for Albanian Universities (ITG4AU)

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



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Management Meeting in Berlin – State of the project

SRH Hochschule Berlin, Berlin (Germany), 14th November 2018

ITG4AU CONSORTIUM



AMENDMENT HISTORY

| Version | Revision | Date | Author | Modification |
|---------|----------|-------------|---------------|-----------------|
| 1 | 0 | 21 Nov 2018 | Beatriz Gómez | Initial Version |
| 1 | 1 | 30 Nov 2018 | Carlos Juiz | Minor changes |



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1. Introduction

A Management Meeting was held on **November 14th, 2018** at the SRH Hochschule Berlin, Berlin, Germany.

The purpose of this meeting includes monitoring the project implementation, discussing new procedures in the acquisition of the equipment, and some suggestions for gather the documents needed for the EACEA Agency middle report.

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. Vladimir Stantchev as representative from SRH Hochschule Berlin
- Dr. Ricardo Colomo-Palacios as representative from Høgskolen I Østfold
- Dr. Elinda Kajo Meçe, as representative from Polytechnic University of Tirana.
- Dr. Evis Trandafili, from Polytechnic University of Tirana.
- Dr. Gerti Kallbaqi, as representative from Aleksander Moisiu University of Durrës.
- Dr. Senada Bushati Hoxha, from Aleksander Moisiu University of Durrës
- Dr. Ketrina Çabiri Mijo, as representative from European University of Tirana.
- Dr. Agim Kasaj, from European University of Tirana.
- Dr. Besarta Vladi, from European University of Tirana.
- Dr. Kozeta Sevrani, as representative from University of Tirana
- Dr. Gjergji Mulla, from University of Tirana.
- Ms. Romina Muka, 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. State of the equipment to be acquired by the Albanian partners.
3. Several suggestions about how to gather the information needed to the EACEA Agency middle report next April.
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 | |
| 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 | Berlin, Almeria, Halden, Palma |
| WP2 | 2.2 Report on Best practices | Berlin, Almeria, Halden, Palma |
| WP3 | 3.1 Quality Management Plan | |
| WP5 | 5.1 Project Management Plan | |
| WP5 | 5.4 Face to Face Control Meetings | Berlin, Almeria, Halden, Palma |
| WP5 | 5.6 Internal Documentation | |

Decisions:

- As partners 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, in this meeting partners have performed *Best practice visit to Berlin* and *Face to face control meeting in Berlin*.
- Regarding the activity **2.2 Report on Best practice** in Berlin, UIB provided a template so each Albanian university will write the report following the four universities the same line. Albanian partner should send it before **20th December 2018**.
- 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. Dr. Ricardo Colomo-Palacios proposed four options: 1) write a paper for the IJHCITP, 2) write a conference paper for CENTERIS 2019, 3) write a paper for the IJISPM, 4) opened to other journals like ISI / IEEE access...
- 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. State of the equipment to be acquired by the Albanian partners

Some partners felt that the procedure to acquire equipment so expensive would delay and even impede this acquisition in the project period. Instead of that, it is better 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.

The possibility to change the amount and features of the equipment to be acquired were studied by the EACEA Project Officer, and as she accepted the proposals, Albanian partners should start with the internal acquisition procedures as soon as possible, given that the EACEA Agency **highly recommends acquiring any acquisition at the beginning of the project.**

3.3. Documentation for the EACEA middle report

The EACEA Agency has already been contacted the Coordinator regarding the middle report to be sent next April. Carlos Juiz and Beatriz Gómez, as Coordinator and Project Manager respectively, they wanted to inform and suggest about several issues. In the beneficiaries space of the project (https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en) partners can find the following documents:

- **CBHE Joint Declaration** to be fulfilled by any individual related to the project where they can specify the amount of days of work dedicated to the project.
- **Individual Travel Report** to be fulfilled by any individual related to the project that has travelled under the scope of the project. One document per trip.
- **Time-sheet** to be fulfilled based on the Joint Declaration above indicated to specify in detail the amount of days worked in each work package.

Partners were encouraged to fulfill all the documents once any trip/activity is done and not wait until last moment, taking into consideration that all this information must be also recorded in the *Financial Statements excel file* before sending it to the EACEA Agency.

3.4. Next meetings

As indicated above, partners 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, the consortium has decided to schedule the next meeting in Tirana in order to perform the activity *2.4 Initial assessment visit to Albanian universities*. The meeting will be in the week of **May 13th, 2019 in Tirana**, taking advantage that on 17th – 18th May 2019 it is scheduled a Congress and should be a great opportunity to prepare several dissemination activities.

Regarding next Best practice visit, the consortium decided to be on the end of September, beginning of October 2019 in Almeria (Spain).



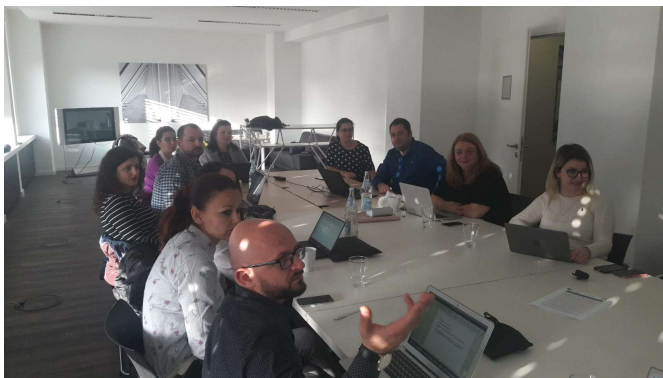
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Germany



Polytechnic University
of Tirana

