# IT Governance for Albanian Universities (ITG4AU)

# Management Meeting in Tirana – State of the project

**Polytechnic University of Tirana, Tirana (Albania), 17th May 2019**

*ITG4AU Consortium*

## AMENDMENT HISTORY

| Version | Revision | Date | Author | Modification |
|---|---|---|---|---|
| 1 | 0 | 21 May 2019 | Beatriz Gómez | Initial Version |
| 1 | 1 | 21 May 2019 | Ricardo Colomo-Palacios | Minor changes |
| 1 | 2 | 22 May 2019 | Carlos Juiz | Minor changes |

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# CONTENTS

# 1. Introduction

A Management Meeting was held on **May 17th, 2019** at the Polytechnic University of Tirana, Tirana, Albania.

The purpose of this meeting includes monitoring the project implementation, discussing new procedures in the control of several activities, and some suggestions to start planning the research visits of each Albanian partner in each EU partner.

# 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 (videoconference)
- 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. 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.
- 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, 2nd and 3rd year and next activities to be done before Almeria meeting.
2. Several suggestions to start planning the research visits of each Albanian partner in each EU partner.
3. Documentation needed regarding the acquisition of the equipment.
4. Internal control procedures to ensure the completion of the project.
5. Next meetings.

## 3.1. State of the project: workplan

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:

Table 3-1 - First year activities

| 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 the next meeting partners will perform *Best practice visit to Almeria* and *Face to face control meeting in Almeria*.

- Regarding activity **1.6 Study and document practices outside consortium**, partners decided in previous meeting to take advantage of this activity and write a paper to be published in an indexed journal. Even though the first idea proposed by Dr. Ricardo Colomo-Palacios was to focus on developing countries through a multivocal literature review, systematic mapping or systematic literature review, just Polytechnic University of Tirana has provided a first draft of a literature review regarding IT governance frameworks currently in use by different institutions. Other kind of studies have been proposed in this meeting, like a study to several universities and stakeholders in Albania to discover if they already understand the context and contents about IT governance (ITG). Although this study should be a first approach of the real situation in Albania as a whole regarding ITG, this idea were discarded for this specific activity due to the nature of it ("study and document practices outside consortium") and because of the specific and measurable indicator of it ("Number of papers found related to ITG in HEIs"). This idea is maintained to study the impact of the project among the stakeholders as well as the specification of dissemination activities focused on those stakeholders. Before **June 10ᵗʰ Albanian partners** should provide a first draft of the study that they want to develop taking into account that this activity is already delayed. Meanwhile, Polytechnic University of Tirana will continue the work in the Systematic Mapping.

- Partners were reminded to consider the **Internal Documentation** to be shared 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.

Regarding second and third year, as several activities are connected, the Coordinator explained both jointly in order to better understand the expected results of the second-year activities to be used in the third year. The next table summarizes it:

**Table 3-2 - Second year activities**

| WP | Activity | State |
|---|---|---|
| WP2 | 2.3 Report on Best Practices Validation | Berlin, Almeria, Halden**,** Palma |
| WP2 | 2.4 Initial assessment visit to Albanian universities | |
| WP5 | 5.5 Agency Reports | April middle report |
| WP2 | 2.5 Governance Framework Development | **September 2019** |
| WP2 | 2.6 Governance Framework Assessment | **October 2019** |
| 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 | |

Decisions:

- This second year is mainly focused, on one hand, in the development of the framework (2.5), whose activity has already been initiated during the Assessment visit to Albanian universities (2.4), to stablish the current level regarding ITG in their institutions and also to guide them in the actions they will be able to plan and deploy based on their initial stage, their selected goal and their resources and specific internal situation. Before **May 25th EU partners** will provide several guidelines with the processes to follow hereinafter regarding the development of the framework and the ITG plan.
- On the other hand, this year is also focused on the development of several training materials by each Albanian institution to be used in the third year in several seminars and pilot courses with students, academic staff and several stakeholders. Thus, EU partners recommended to initiate start planning the contents of those courses and the selection of the best dates for the next semester in order to reach as many attendees as possible. This plan should be provided in the **Almería meeting**.

## 3.2. Research visits to European institutions

Since it is in the project plan a research visit by each Albanian institution to each EU institution in the third year of the project, the consortium has begun to organize it due to the number of visits that each host will have to host. Each Albanian partner can send two people during 20 days to UIB in Palma, UAL in Almeria, SRH in Berlin, and OUC in Halden. Before **June 10th** each **EU institution** will provide with a list of research topics and activities, they are working on in order that Albanian partners can select the most suitable people to work in each EU institution with the host and their colleagues. Before **July 31st** each **Albanian institution** will provide a first draft of action plan to be developed in each EU institution with a first approach of people and activities that they aim to do there.

## 3.3. Documentation needed regarding the acquisition of the equipment

In order to provide to the EACEA the needed documents regarding the acquisition of the equipment, Albanian partners should keep:

- **Invoices** of each purchase that specify date, quantity and product.
- **Inventory number or internal process registration** of each equipment acquired under the grant of the project.
- **Stickers** under the EACEA rules **and photos of each equipment with the stickers on it**.
- **In case of a tender procedure**, all the internal documentation used until the purchase (the publication of the tender, the candidates, the winner, the contract with the winner, …).

As all these documents can be in Albanian language, it is not necessary to translate them if the important information is clear (date, the name of the university, the name of the company, the final amount, the inventory number…). Partners can download the stickers from the following link:

https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en

## 3.4. Internal control procedures

Due to the fact that some activities in the first year are late and we have just passed the middle report, the consortium has decided to divide the transference of the second payment into 3 main milestones coinciding with the three management meeting trips (Almeria in September 2019, Halden in May 2020 and Palma in September 2020). The coordinator feels that, in this way, he will be able to control the involvement of all project partners and balance the activities with the expected workload in each milestone. After a debate, the consortium has accepted the new control mechanism.

## 3.5. 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. Thus, the next meeting scheduled will be in **Almeria** to perform box mixed activities on **23rd – 27th September 2019**.

Regarding research visits, as stated above, each Albanian partner should have an internal consensus in terms of who is willing to go where and then contact each EU partner to fix a date from October 2019 until the end of the project (October 14th, 2020).

Finally, the next Best practice visit to Halden will be in May 2020 and the last one in Palma will be in September 2020.
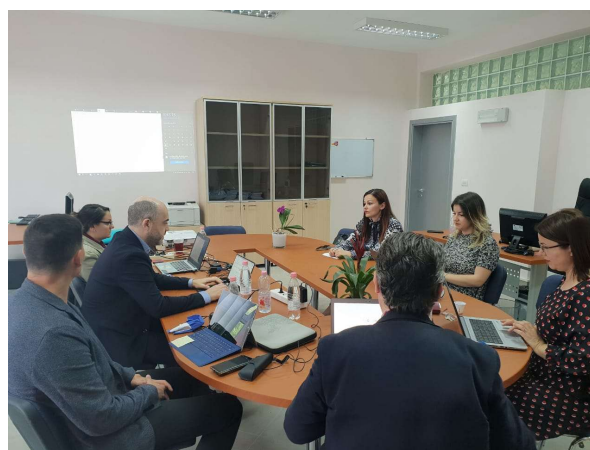
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