

IT Governance for Albanian Universities (ITG4AU)

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Virtual meeting – State of the project

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ITG4AU CONSORTIUM



AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	18 Jul 2019	Beatriz Gómez	Initial Version
1	1	22 Jul 2019	Carlos Juiz	Minor changes



CONTENTS

1. Introduction	1
2. Attendants	1
3. Agenda	1
3.1. IT governance framework and kTI tool (activity 2.5)	1
3.2. Study and document practices outside consortium (activity 1.6)	2
3.3. Research visits plan and schedule	2
3.4. Almeria trip and logistics organization.....	3
3.5. Middle report results	3



1. Introduction

A Virtual management meeting was held through Skype on **July 17th, 2019**.

The purpose of this meeting included the results of middle report evaluation, activities to be done before next meeting on September in Almeria, plan and schedule of research visits and next trip organization.

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
- Dr. Ricardo Colomo-Palacios as representative from Høgskolen I Østfold
- Dr. Elinda Kajo Meçe, as representative from Polytechnic University of Tirana (PUT)
- Dr. Senada Bushati Hoxha, as representative from Aleksander Moisiu University of Durrës (UAMD)
- Dr. Ketrina Çabiri Mijo, as representative from European University of Tirana (EUT)
- Dr. Agim Kasaj, from European University of Tirana
- Dr. Kozeta Sevrani, as representative from University of Tirana (UT)
- Dr. Gjergji Mulla, from University of Tirana

3. Agenda

In this meeting, the ITG4AU consortium, led by the Coordinator of the project, Dr. Carlos Juiz, discussed about the following important topics:

- IT governance framework and kTI tool (activity 2.5).
- Study and document practices outside consortium (activity 1.6) to be published.
- Selection of people, schedule, and plan regarding research visits (activity 4.8).
- Next meeting in Almeria, trip and logistics organization.
- Results of middle report evaluation, suggestions from evaluators.

3.1. IT governance framework and kTI tool (activity 2.5)

The development and deployment of an IT governance framework adapted to the specific necessities of each Albanian university is the core activity of this project. That is why this activity is subdivided into different sub-activities with marked deadlines to bring it up to date and ensure compliance at the end of the project. In this sense, Dr. Antonio Fernandez, author



of the Spanish IT Governance Framework for Universities (ITG4U) gave some guidelines and suggestions:

- First, Dr. Antonio Fernandez asked each Albanian partner whether they agree with the Spanish version of the ITG framework and if it is suitable for them. This is important in order to adapt the framework before adopting it in each specific situation. All Albanian partners agreed.
- After that, Dr. Fernandez explained the situation about the data that should have been entered into the tool during last month. Only PUT has almost finished while UAMD is working on it. EUT explained their difficulties to access the tool and their doubts were solved and UT committed to fill it out this week. **Albanian partners** were encouraged to finish it **before the end of July**, so Dr. Fernandez has enough time to review it before next meeting.
- Once all the data is entered, the tool provides valuable information that will be necessary for the development of the framework (activity 2.5). Beatriz Gómez will provide Albanian partners with the framework template they can fill in it before the next meeting in Almería (**September 23th**). Please, take into account the summer holiday period so as not to delay in this activity.

3.2. Study and document practices outside consortium (activity 1.6)

Dr. Ricardo Colomo-Palacios urged UT and EUT to send him a draft about the study they want to perform. The idea is to take advantage of this activity as a result of research published in a journal. In this sense, PUT has developed a paper that is almost finished. Dr. Colomo-Palacios and Dr. Juiz committed to review it during this week and give feedback before sending it to a journal. On the other hand, UAMD has already provided a draft that is being reviewed by Dr. Colomo-Palacios and will be developed with the same intentions of publication as the PUT's one.

Regarding that, UT expressed his intention to work on ITG and business processes management so they will be in contact with Dr. Colomo-Palacios to refine the idea. EUT was recommended to work on content analysis and ITG so they will also be in contact with Dr. Colomo-Palacios.

Please, remember that this activity, belonging to the training block, is delayed and **should be completed as soon as possible**.

3.3. Research visits plan and schedule

On June 17th Dr. Carlos Juiz provided the research topics each EU partner has in order to better select the Albanian researchers that best fit each research visit. Please, remember to provide us by **July 31st**, a first draft of action plan to be developed in each EU institution with a first approach of people, activities and dates. All activities related to research, including the continuity of the partnership in new projects are welcome.



3.4. Almeria trip and logistics organization

Before **July 24th**, Dr. Antonio Fernandez and Beatriz Gómez will send a draft of the agenda with the specific activities that are planned for the next meeting (from September 23rd to 27th), thus, Albanian partners could better select the participants who are going to attend each activity. There will be also included a list of recommended hotels who have an agreement with the university in order to get better prices. Furthermore, an alternative flight route with better schedule and price will be detailed.

3.5. Middle report results

The project implementation has been qualified as “GOOD” which means that the project progresses in accordance with its original work programme and timetable, but some improvements could be made, even though the report gives clear information on all the evidence needed.

- The agency provided a report emphasizing the importance of the impact that the project will have on the different stakeholders of the involved institutions, improving transparency and governance decisions. That is why the ITG framework development is crucial in this project.
- The agency also encouraged the consortium to work on the project sustainability, in terms of both availability of know-how for further use in trainings and financial issues to continue funding training programs. It should be clarified that one of the activities of the project includes the development of a sustainability plan to be done in the third year.
- Furthermore, the agency also showed interest in the dissemination activities, although they are aware that in the third year they are scheduled, they insisted on publicizing the project through the institutional websites of each partner. In this sense, the publication of articles, as well as the participation in fairs and congresses to publicize the project is extremely important for the agency. That is why Albanian partners were encouraged to publish the study and document practices about ITG in a journal or a conference.

Since the project has obtained the "GOOD" qualification, the agency transferred 40% of the total grant to the Coordinator's account. As the consortium decided in the Management meeting held in Albania on May 17th, 2019, the Coordinator will transfer 1/3 of 40% of the grant to each partner, minus the agreed amount decided in the Kickoff meeting about the auditing activities. In this regard, Beatriz Gómez will ask for the confirmation of the banking information of each partner.