

# IT Governance for Albanian Universities (ITG4AU)

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



Co-funded by the  
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## Management Meeting in Almería – State of the project

**University of Almeria, Andalucía (Spain), 26<sup>th</sup> September 2019**

*ITG4AU CONSORTIUM*



### ***AMENDMENT HISTORY***

Version	Revision	Date	Author	Modification
1	0	30 Sep 2019	Beatriz Gómez	Initial Version
1	1	01 Oct 2019	Ricardo Colomo-Palacios	Minor changes
1	2	01 Oct 2019	Carlos Juiz	Minor changes
1	3	02 Oct 2019	Antonio Fernández	Minor changes
1	4	10 Oct 2019	Beatriz Gómez	Minor changes



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## 1. Introduction

A Management Meeting was held on **September 26<sup>th</sup>, 2019** at the University of Almería, Andalucía, Spain.

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

## 2. Attendees

- Dr. Carlos Juiz, as Coordinator of the project from University of Balearic Islands.
- Ms. Beatriz Gómez as Project Manager from University of Balearic Islands.
- Ms. Belén Bermejo from University of Balearic Islands.
- Dr. Antonio Fernández, as representative from University of Almeria.
- Dr. Vladimir Stantchev as representative from SRH Hochschule Berlin (videoconference).
- Dr. Ricardo Colomo-Palacios as representative from Høgskolen i Østfold.
- Dr. Elinda Kajo Meçe, as representative from Polytechnic University of Tirana.
- Dr. Dorian Minarolli, 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.
- 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 – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year and next activities to be done before Halden meeting.
2. Planification of 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, Almería, Halden, Palma
WP2	2.2 Report on Best practices	Berlin, Almería, Halden, Palma
WP3	3.1 Quality Management Plan	
WP5	5.1 Project Management Plan	
WP5	5.4 Face to Face Control Meetings	Tirana, Berlin
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 Halden* and *Face to face control meeting in Halden*. Regarding Almería visit, **Albanian partners** should follow the Best practices visit template and include all the information requested there by **15<sup>th</sup> October**.
- 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 already sent a paper to a journal about a literature review regarding IT governance frameworks currently in use by different institutions. On the other hand, partners from European University of Tirana, have developed a report presenting findings from IT Governance applications in several universities outside the ITG4AU Consortium. The other two Albanian universities are working on their research to be also sent soon in a journal or conference. Before **November 15<sup>th</sup> Albanian partners** should provide the ongoing draft of the study they are developing, taking into account that this activity is already delayed.



- 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, Almería, 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	Tirana, Almería
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 reviewed during the Best Practices visit to Almería (2.2), following the information collected in the Assessment Visit (2.4). Furthermore, Albanian partners have been guided 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 **October 31<sup>st</sup> Albanian partners** will provide EU partners with the IT governance framework template which includes also the plan of deployment.
- 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 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 by **November 15<sup>th</sup>**.

As a summary, the following table indicates the working activities with its deadlines:

WP	Activity	Deadline
WP2	2.2 Best practices visit to Almería	15 <sup>th</sup> October
WP1	1.6 Study and document practices outside consortium	15 <sup>th</sup> November
WP2	2.5 Governance Framework Development	31 <sup>st</sup> October
WP2	2.7 Training materials plan	15 <sup>th</sup> November
WP4	4.8 Research visits plan	31 <sup>st</sup> October



### 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 **October 31<sup>st</sup>** 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](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 thus we are proceeding with less time in the second year, 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 March 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. The project manager will double check with each partner the banking account in order to transfer the amount just after the Almeria meeting.

In order to be on time with the activities due to the above-mentioned delays, the consortium has increased the hours of work assigned to the project by a 10%, thus the consortium decided



to readjust the budget and declare a 110% of Staff costs, modifying the remaining budget headings to adjust to the total of the grant.

### 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 **Halden** to perform box mixed activities on **23<sup>rd</sup> – 27<sup>th</sup> March 2020**.

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 14<sup>th</sup>, 2020).

Finally, the last Best practice visit to Palma will be in September 2020 closing the project.





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26<sup>th</sup> September 2019, University of Almería  
(Andalucía) Spain



Universitat  
de les Illes Balears



Polytechnic University  
of Tirana

