



# General issues and project guidelines for next steps

Michelle Grindle

Marrakech, 28/02/2012

# INDEX



- Development of a Standard Dissemination Package;
- Networking between webpages
- After this meeting.....

# STANDARD DISSEMINATION PACKAGE



- Uploaded in the Extranet
- Including at the moment:
  - PowerPoint Template;
  - TIES logo;
  - Project/Network PowerPoint Presentation

# WEBPAGE NETWORKING



- Suggestion coming from Philadelphia University:
  - To put links on each other's websites as a networking exercise.
  - Is it possible? Can we do it? Is it useful?

# AFTER THIS MEETING..



- You must send
  - The required admin docs for per diem transfer
  - To me a little bit of information to complete my report.
- Michelle will work on and send you all :
  - The presentations (extranet)
  - A conference report including our common work
  - A list of contacts for all the participants
  - Some information on UA's legal entities (Foundation and Limited Company)



# INTERNATIONALISATION STRATEGIC PLANS

## Guidelines & Expected Outputs

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- Objective
- Methodology
- Workplan

# OBJECTIVE



- To draft or update a strategic plan for internationalisation which fits in with the institution's overall goals and mandate



# METHODOLOGY



- The **internationalisation strategic plans** (ISP) will be strategic documents which should plan the institution's international activity and growth for the period 2013-2015, providing key actions, expected numbers of students, marketing plans, new developments, etc.
- An important part of the plan will be determining the institution's "**mission**" in international terms. For example, one may wish to be a research leader through international cooperation, whereas another may wish to be a reference point for foreign student reception and care.

# METHODOLOGY



- According to this mission, the institutions will decide upon a series of **realistic objectives** based on SMART principles (Specific, Measurable, Accurate, Realistic, Timebound) and the concrete actions to be developed to reach those objectives.
- For such an action, **top-level support** is fundamental (e.g Vice-Chancellors, Rectors) and the Ministries of Education are also to be consulted and informed on the development of the plans and their final outputs.

# METHODOLOGY



- The document shall be considered as a “**roadmap**” for internationalisation, and should be as far as possible (depending upon the individual context of the institutions) integrated into the overall institutional planning;
- The documents will **not** have **external dissemination**;

# WORKPLAN



TASKS	DEADLINE
Pool of Resources including ISPs from other institutions uploaded by UA in the extranet	01/03/2012
UA supports and answer questions from partners about ISPs	01/03/2012 – 01/04/2012
Deadline for sending ISPs to UA	15/04/2012



# INTERNATIONAL NETWORK: Guidelines

Michelle Grindle

Marrakech, 28/02/2012



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# INDEX



- Objectives
- Expected activities of the network
- Workplan

# OBJECTIVES



- To turn this informal network into a formalised and recognised network for the internationalisation of HE in the MEDA neighbouring region;
- To assure its sustainability for foreseeable future, and giving local ownership to the outputs of the network, enabling the PC institutions to continue to work alone

# EXPECTED ACTIVITIES



- Undertake annual meetings to discuss topics pertinent to internationalisation;
- Discuss concrete actions to be carried out in common between network members (e.g. promotional actions, participation in events) ;
- Prepare and host training courses in the field of international relations;
- Hold roundtables and meetings with Ministry.



# WORKPLAN



- Naming of the network and creation of an image (logo);
- Network website to be joined with the project website);
- Election of the network “president” and “Secretariat”;
- Creation of the network “statutes”;
- Identification of potential “legal entity” status for the network;
- Marketing of the network to relevant actors;
- Gaining both potential support and interest and further membership outside the consortium;



# INTERNATIONALISATION GUIDE: Process, Guidelines & Expected Outputs

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- Target
- Objective
- Content (Discussion)
- Workplan
- Expected output

# TARGET



- High Management Level and IRO Staff from the Consortium and other HEIs from the participant countries (200 Guides will be distributed to each partner for dissemination)

# OBJECTIVES



- To provide a useful reference material for IROs and HEIs in the MEDA region inside the consortium and those outside the consortium;
- To raise awareness about the main challenges of the internationalisation process in the MEDA region, and the benefits of joining the network for HEIs

# CONTENT (1)



- First part (I) devoted to the importance of the internationalisation process and international strategic planning.
- Target: high level management staff (Presidents, Vice-Presidents, Deans, etc.)
- Examples: The internationalisation process in the MEDA Region, The internationalisation process in Morocco (each country), Benefits of joining the TIES network, etc...

# CONTENT (2)



- Second part (II) devoted to specific tools and knowledge as keys for the development of the MEDA IROs.
- Target: IRO staff (Directors, IRO Officers, etc.)
- Examples: Promoting networking and international cooperation, IRO services, Fundraising, ICTs for IROs...

# CONTENT (3)



- Third part – Annexes - (III) devoted to useful information for MEDA IROs.
- Target: all
- Examples: Directory of IROs in the region, List of donors and calls,...



# CONTENT (4)



- **Important 1:** include the following information from partners: Good Practice/s, tangible results of the project in the institutions or specific information interesting for dissemination purposes;
- **Important 2:** short articles, include pictures, etc...

# WORKPLAN (proposal)



TASK	DEADLINE
COMMENTS, SUGGESTIONS & NEW TOPICS	Marrakech WS
PARTNERS SUBDIVISION OF TASKS FOR PART I & III (COUNTRY FOCUS AND DIRECTORY)	15/03/2012
VOLUNTEER/S FOR INTRO OF PART I (MEDA FOCUS)	15/03/2012
UA FIRST VERSION IN PART II & LIST OF DONORS	25/05/2012
PARTNERS FIRST VERSION OF PART I & III	25/05/2012
LAST REVISION OF CONTENT FROM CONSORTIUM	25/06/2012
PRINTING OF THE GUIDES	15/07/2012
DISSEMINATION OF THE GUIDES	Starting in 01/09/2012

# EXPECTED OUTPUTS



- Useful Guide for IROs widely disseminated in the MEDA region;
- X MEDA HEIs interested in joining the network;



# ROUNDTABLES:

## Guidelines & Expected Outputs

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Marrakech, 28/02/2012

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- Target
- Objective
- Methodology
- Workplan

# TARGET



- Local Higher Education Institutions from the participating countries;
- Representatives of the Ministries of Higher Education
- Possible donors (DAAD, etc.)
- Other relevant stakeholders (associations of students, international networks)

# OBJECTIVES



- To raise awareness about the existence and benefits of the network
- To promote the activities of the project, and disseminate the messages and outputs (Guides)
- To promote a new framework for discussing internationalisation topics at national level
- To promote leadership of the TIES consortium in this new framework;

# METHODOLOGY



- Call & Information about the event, at least 45 days before (agree the date with the Ministry of HE)
- Expected participants (see target): 30-40
- Expected duration: 3 hours



# WORKPLAN & Discussion



Task	Deadline
Identification of participants in the RT Subdivision of tasks between local partners	25/05/2012
Final definition of the Concept and next steps planing	To be discussed in the next Management Meeting (Alicante, June 2012)



# TIES NEXT ACTIVITIES

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Marrakech, 28/03/2012

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- NEXT ACTIVITY: BEIRUT WORKSHOP
- IRO SOFTWARE (pending)
- WORKPLAN UPDATING
- COMMENTS & DISCUSSION
- CONCLUSIONS OF THE MEETING

# BEIRUT WORKSHOP



- **2. Human resources Development**
  - 2.7 WS: Fundraising and projec management
  - 19- 20 April 2012, Beirut
  - Beirut Arab University, Lebanon
  - Target: staff in charge of drafting proposals for international calls
  - Please select the staff coming to this WS asap.  
Marielos will contact you first week of March for flights, etc.

# BEIRUT WORKSHOP – Agenda Proposal (first draft)



- I. INTRODUCTION TO PROJECT FINANCING
  - INTRO FUNDRAISING FOR HEIs
  - TRANSNATIONAL COOPERATION & ADVANTAGES
- II. PROJECT DEVELOPMENT AND APPLICATION WRITING
  - ANALYSING CALL DOCUMENTATION
  - PARTNERS SEARCH & CONSORTIUM BUILDING
  - STRATEGIES FOR SUCCESSFUL PARTICIPATION
  - **APPLICATION PROCESS & DRAFTING**
  - **LOGICAL FRAMEWORK**
- III. PROJECT FINANCE & FINANCIAL MANAGEMENT
  - FINANCIAL RULES & REGULATIONS IN EU PROJECTS
  - DRAFTING (BUDGET): COST PLANNING AND BUDGETING
- IV. PROJECT DEVELOPMENT AND APPLICATION WRITING
  - 60 FAQs + MORE

**PROGRAMME FOCUS: TEMPUS, ENPI, ERASMUS MUNDUS & FP7**



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# IRO SOFTWARE



- There are at the moment 3 basic options to be assessed by the Consortium:
  - MOVEON Software.  
<http://www.qs-unisolution.com/portfolio/solutions/moveon/about.html>
  - SIGRI Software.  
<http://216.185.44.103/bri/public/?c=contact>
  - SFAX UNIVERSITY Software (pending)
- UA is researching in the technical requirements and prices of these softwares. More information will be uploaded in the extranet

# WORKPLAN UPDATING



Activity	Date and Place
1.1 Observation Session for Management	
1.2 Observation Session for Staff level	03-07/05/10, Alicante and Grenoble
2.1 Development of workshop materials	Ongoing
2.2 W/S Internationalisation and Globalisation	13-14/12/10, Mansoura, EG.
2.3 W/S: International Strategic Planning	12-13/03/11, Amman, JO
2.4 W/S: IRO Models	May – June 2011, Hammamet, TU
2.5 W/S: IRO Services Development	26-28/02/12, Marrakesh, MO
2.6 W/S: International Networking and Opportunities	26-28/02/12, Marrakesh, MO
2.7 W/S: Fundraising and Project Management	19th and 20th April, Beirut, LE
2.8 W/S: ICTs for IROs	15-16/11/11, Rome, IT
3.1 Purchasing IT Equipment for IROs	Purchased 9 of 12; Started on 31/05/10
3.2 Improvement IRO dedicated website	Set 8 of 12; Started on 30/06/11



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# WORKPLAN UPDATING



Activity	Date and Place
3.3 "Guide for IRO Management in the MEDA Context"	Guidelines by UA: 03/12 PCI information: 05/12 Publication: 09/12 Distribution: 11/12
3.4 Designing Internationalisation Plans	Guidelines provided by UA PCI information: 04/12 PCI Internationalisation Plan: 07/12
4.1 Internationalisation Network Set-up	Meeting in Alicante, 1-2 June 2012
4.2 Drafting the Network Business Plan	Meeting in Alicante, November 2012
4.3 Roundtable Conferences	Guidelines provided by UA Start the activity on 10/12-01/13
5.1 Project / Network Website	Running
5.2 Mailing Activities	Ongoing
5.3 Development of a Standard Package	UA present basic standard dissemination package Publication: 04/12



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# WORKPLAN UPDATING



Activity	Date and Place
5.4: DfA: Policy Makers and Shakers	Guidelines provided by UA Reports: 04/12 and 10/12
8.3 Management Meetings	Kick-Off meeting: Alicante, 01-02/03/10 Coordination meeting: Alicante, 30-31/01/12 Coordination meeting: Alicante, May-June 12 Coordination meeting: Alicante, November 12



# COMMENTS & DISCUSSION



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# CONCLUSIONS?



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- ...
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Thank you for your attention  
Please have a safe journey  
home!



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