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

Michelle Grindle
Marrakech, 28/02/2012
INDEX

• 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

<table>
<thead>
<tr>
<th>TASKS</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool of Resources including ISPs from other institutions uploaded by UA in the extranet</td>
<td>01/03/2012</td>
</tr>
<tr>
<td>UA supports and answer questions from partners about ISPs</td>
<td>01/03/2012 – 01/04/2012</td>
</tr>
<tr>
<td>Deadline for sending ISPs to UA</td>
<td>15/04/2012</td>
</tr>
</tbody>
</table>
INTERNATIONAL NETWORK: Guidelines
Michelle Grindle
Marrakech, 28/02/2012
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

Michelle Grindle
Marrakech, 28/02/2012
INDEX

• 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), Benetis 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)

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

• Useful Guide for IROs widely disseminated in the MEDA region;

• X MEDA HEIs interested in joining the network;
ROUND TABLES:
Guidelines & Expected Outputs

Michelle Grindle
Marrakech, 28/02/2012
INDEX

• 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

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification of participants in the RT Subdivision of tasks between local partners</td>
<td>25/05/2012</td>
</tr>
<tr>
<td>Final definition of the Concept and next steps planing</td>
<td>To be discussed in the next Management Meeting (Alicante, June 2012)</td>
</tr>
</tbody>
</table>
TIES NEXT ACTIVITIES

Michelle Grindle
Marrakech, 28/03/2012
INDEX

- 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 project 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.

TIES Project is co-financed by the European Commission on the framework of the TEMPUS Programme.
Contract: 159218-TEMPUS-1-2009-1-ES-TEMPUS-JPGR
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

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

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date and Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4: DfA: Policy Makers and Shakers</td>
<td>Guidelines provided by UA Reports: 04/12 and 10/12</td>
</tr>
<tr>
<td>8.3 Management Meetings</td>
<td>Kick-Off meeting: Alicante, 01-02/03/10</td>
</tr>
<tr>
<td></td>
<td>Coordination meeting: Alicante, 30-31/01/12</td>
</tr>
<tr>
<td></td>
<td>Coordination meeting: Alicante, May-June 12</td>
</tr>
<tr>
<td></td>
<td>Coordination meeting: Alicante, November 12</td>
</tr>
</tbody>
</table>
COMMENTS & DISCUSSION
CONCLUSIONS?

• ...

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• ...

• ...

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