IRO INTERNAL MANAGEMENT

- UA -

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3rd Workshop: IROs Models
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• Human Resources Management
  • IRO Basics for HRR Management
  • OGPI approach

• Economic and Financial Management
  • Basics for IRO Econ & Fin Management
  • OGPI approach

• Information and Management Systems
BACKGROUND

• The analysis will be focus on the International Project Management Office (OGPI);
• The OGPI has a Consultancy approach (international projects)
HRR - BASICS

• IROs develop very different activities...ways of classifying managerial issues:
  • By type of office (international students, international projects, etc);
  • By function (international agreements, international congresses, etc)
  • By level (central, faculty, department)
  • By type of problem (visa application, accommodation, etc.)
• If you are running an international office you will have to make practical decisions about:
  • The people in the office (who they should be, how should be treated, how should they be paid);
  • The work of the office (what it should be, how it should be organised, etc)
  • The background of the office (why the office exists, how it is useful and necessary to change)
Leadership
- Organising
- Planning
- Controlling
- Evaluating
- Motivating
- Setting an example

People
- Personality
- Intelligence
- Skills and knowledge
- Career experience
- Role
- Motivation
- Needs

Group relations
- Common goals
- Formal or informal
  - Contact
  - Training
  - Evaluating
  - Learning

PERSONNEL MANAGEMENT
**HRR MANAGEMENT - OGPI**

- **Existing profiles:**
  - Scientific Officer (Senior)
  - Administrative Officer (Junior)
  - Administration Staff
  - IT Staff
  - Students trainees

- **Tasks & salaries are different and depend on experience, complexity of work and results**
HRR MANAGEMENT

• Requested Skills:
  • Foreign languages (English);
  • Communication skills;
  • Negotiation skills;
  • Team work;
  • Experience
  • Proactive

“Look beyond technical skills to personality and multiple intelligences – and invest in your human assets”
“Sooner or later every IRO has to perform a cost price calculation”

- Step 1. Name your products
- Step 2. Allocate the costs
- Step 3. Add up the costs
• OGPI has **no established budget** and no link with the UA budget;

• OGPI budget **depends on** income coming from international projects, training and consultancy;

• **Planning** takes into account the above mentioned activities and the usual success ratio in the different calls;
• Financial Management include the payment of:
  • Salaries to OGPI staff;
  • Suppliers;
  • Partners;
And also to solve unexpected problems
• **Tools** for economic and financial management:
  - UA software;
  - OGPI software to respect the rules of the European Commission;
  - “OGPI running account” to facilitate urgent payments
• The **complexity** of the OGPI economic and financial management:
  • Financial rules; 2 frameworks (internal & EC);
  • Audits;
  • Planning depends on variables
  • Risks
The University of Alicante, through it’s Econnomic Planning Vice-rectorate Office, provides to all the University-dependant bodies two essential “tools” that improve the quality of the costs management:

- The Economic Management Tool (Intranet)
- Manoeuvre Bank Account
Buenas tardes

Se te ha asignado el perfil PERFIL DE CENTRO DE GASTO
(tu clave ha viajado a través de una conexión segura y ha sido aceptada)

Se encuentran disponibles las siguientes actualizaciones del Manual:

- Información referente a:
  - Modificaciones en la tramitación de las Comisiones de Servicio

DATOS DE LA CONEXIÓN

Servidor https://www.ge.ua.es:443
Te conectas desde 172.19.146.115
Tu navegador es Default v0.0
• Consists on a personalized Intranet programm for each dependant-body, it’s a safety system that register each “log-in”, entries, exits, changes and other actions once logged in.
• Allows us to control all the expenses of our projects and to carry out the following actions, among other:
  ▪ Outline view of all: money transfers, expenses, payments....
  ▪ Statements: project costs (separated for projects), money transfers, provider payments....
  ▪ View and Print specific Invoices.
  ▪ Costs Control.
  ▪ View and Print specific Pay Slips.
Thank you, Merci, شكرا, Gracias!

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