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# Tempus IRIS WP 9 - Management

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Dr. Vered Holzmann



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# Agenda

- Goal
- Values
- Organizational Structure
  - Coordinator
  - General Assembly
  - Executive Board
- Communication & Meetings
- Project Plan & Control



# Goal

This task covers all activities related to ensuring that the grant agreement is implemented as planned, providing overall contractual coordination.

To set-up the management infrastructure (committees, procedures, project management tools, etc.) and to provide financial and contractual management of the consortium.



# IRIS Project Values

- ✓ **Cooperation & Collaboration**
- ✓ **Full disclosure**
- ✓ **Open Communication**
- ✓ **Responsibility**
- ✓ **Plan & Control**



# HIT - Coordinator

- IRIS will set up a management structure to efficiently address partnership, contractual and technical issues and to help ensure the achievement of the project objectives.
- IRIS will be coordinated by HIT, who will be responsible for ensuring that the overall project objectives are met and that all costs and milestones are in-line with the budgets and the provided timeline.



# General Assembly

- The General Assembly (GA) is the high-level decision-making body of the consortium.
- The GA will be composed of the representatives of all partners involved (one representative per partner) and be chaired by the coordinator.
- Decisions of the GA will be taken as much as possible through consensus.
- The major areas dealt with by the GA will be the project's contents, work plan and budget.
- The GA will normally meet at the start of the project and at approximately six month intervals; obviously for urgent matters additional ad-hoc meetings will be called and other communication channels (e-mail, video/web/tele-conferencing) will be used.



# Executive Board

- The Executive Board (EB) will be responsible for the overall strategic and academic management and report directly to the GA.
- The EB will execute the decisions of the GA and monitor the effective and efficient implementation of the project. Minutes of EB meetings, will be sent to the GA members for information.
- The EB will be composed of the WP leaders. The EB will meet at least quarterly and in addition upon written request of any member of the EB in the case of an emergency situation. Whenever possible, electronic means will be used instead of physical meetings.



# Communication

Project Communication Plan

Project website: <http://www.hit.ac.il/sites/en/iris>

Forum

Assets

Contact List



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# Meetings

Deliverable Ref. N°	Meeting	Date	Hosting Partner	WP Leader
1.3	workshop for benchmarking II	27/05/2013	SAPIR	TAU
1.3	workshop for benchmarking III	28/05/2013	YVC	TAU
2.1	workshop internationalization strategic planning Part I	10-12/06/2013	QSM	EAIE
2.1	workshop internationalization strategic planning Part II	9-11/07/2013	SHENKAR	EAIE
2.2	feedback session with the colleges	29-31/07/2013	HIT	EAIE
2.3	Working meetings with the PC partners on the national plan	20-22/08/2013	TAU	EAIE
3.1	Workshop for faculty curriculum internationalization	18-21/11/2013	KC	UNIVBRIS
3.2	workshop for faculty on developing e-learning international courses	16-19/12/2013	BBC	UNIVBRIS
3.3	workshop for administrators on internationalization and global competence in college	27-30/01/2014	SHENKAR	UNIVBRIS
3.4	workshop for students on intercultural competence and communication skills	17-20/03/2014	HIT	UNIVBRIS



# Meetings

Deliverable Ref. N°	Meeting / Partner	Date	Hosting Partner	WP Leader
4.1	IRO professional workshops 1	25-27/11/2013	SAPIR	LIUC
4.1	IRO professional workshops 2	23-26/12/2013	LIUC	LIUC
4.1	IRO professional workshops 3	2-6/02/2014	PHK	LIUC
4.1	IRO professional workshops 4	3-6/03/2014	WUT	LIUC
4.1	IRO professional workshops 5	7-10/04/2014	YVC	LIUC
5.2	on site visit 1*	18-21/08/2014	HIT, YVC, QSM, BBC, SHENKAR	WUT
5.2	on site visit 2*	16-19/02/2015	KC, SAPIR	WUT
5.3	Summary meeting	16-18/06/2015	BBC	WUT



# Meetings

Deliverable Ref. N°	Meeting / Partner	Date	Hosting Partner	WP Leader
7.6	International conference	07-09/07/2015	ESMU	TAU
9.1	consortium meeting 1	18-19/02/2013	HIT	HIT
9.1	consortium meeting 2	21-23/10/2013	CHE	HIT
9.1	consortium meeting 3	16-18/09/2014	EAIE	HIT
9.1	consortium meeting 4	18-20/08/2015	PHK	HIT



# Plan & Control

## Project Plan

- Project Plan
  - Scope
  - Schedule
  - Budget
  - Resources
  - Quality

## Control

- Financial Reports: (All Partners)
  - Submission: 15/04
  - Approval: 15/05
- Progress Report: (WP Leaders)
  - Monthly update
  - Quarterly report
- Risk Analysis: (Coordinator)



# Deliverables

14/12/2012: Project coordination & communication plan

14/12/2012: Risks & contingency plan

14/10/2015: Administrative & financial management reports



Thank You!



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