

Grant Holders Meeting Erasmus+ Capacity Building Higher Education 2023

Practical project

management

Regional workshop Sub Saharan Africa Project 8th February 2023, Online session



Main information



- » EnRHEd Enhancement of Rwandan higher education in strategic fields for sustainable growth
- » Partners: University of Parma, University of Applied Science of Cologne, University of Liège, University of Rwanda, Institute of Applied Sciences –Ruhengeri, Polytechnic School of Musanze, University of Technology and Art of Byumba
- » DALILA Development of new Academic curricuLa on sustalnabLe energies and green economy in Africa
- » Partners: Sapienza University of Rome, University of Cadiz, State University of Zanzibar, University of Dodoma, Sahara Ventures, Uganda Martyrs University, Uganda Christian University, A Sud Ecologia e Cooperazione, INOMA
- » GREATER Growing Rwanda Energy Awareness Through higher education
- » Partners: University of Parma, University of Rwanda, Rwanda Polytechnic, University of Technology and Arts of Byumba, Institute of Applied Sciences INES-Ruhengeri, HN, HBRS, Centro Nazionale Ricerche-CNR

Main questions!

» What tips you would have to make the project a real project of collaboration instead of all the partners working in separate silos independently?

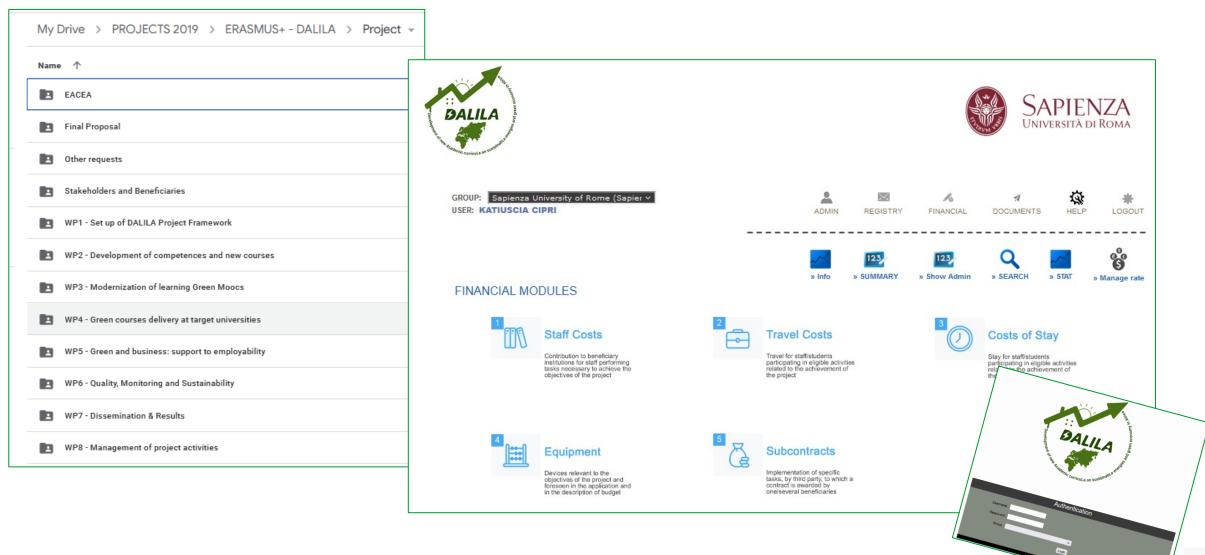
» How you have tackled with differences in views on cooperation and how you have managed or not to get all the partners same page and to achieve for the same goals?

» Tools and templates for follow up of events (workshops and project meetings), deliverables, quality assurance and dissemination



Main Goal	Description	Tools
1- Awareness on Programme and management roles	From the beginning of eligible period, Consortium should work to make all partners aware of the programme's and project requirements/obligations. All documents must be available and easily accessible (Grant Agreement, Programme Guidelines, link to Participant Portal and Beneficiary area, etc).	Internet area (Cloud or an ad hoc platform) with a folders distribution reflecting the project structure (e.g. WPs, Tasks and Deliverables)
2 – Knowledge of Financial rules and risks	In general the coordinator is responsible for the training of Partners on Programmes regulations and financial issues, reporting the information provided by the EACEA . Each partners, independently from the past experiences in the calls, should develop full competences of the management of Grant, in order to avoid mistakes and losses of money.	 One person, in the coordinator's staff, dedicated to financial verification Selection, for each partner, of a contact person for the administrative activities Training on financial issues during each meeting Bilateral meeting (face to face and online) Template for the distribution of hours/days among staff members and the planning of the expenditures Intranet area for the storage of financial and project documents (deliverables, outputs,) and the remote control of their correctness
3 – Awareness on roles and responsibilities	Each partner is responsible for the activities it is in charge for! The Applicant has the role of coordinator, and it is not responsible for the development and delivery of project tasks. The goal is decentralization!	During the meeting and promotional events Coordinator should leave to each WP leader the responsibility of illustrating tasks and deadlines to the consortium, just as coordinate the partners involved.

Tools and templates – Intranet Area



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4- Development of a collaborative approach	A collaborative process starts with the building of the same vision and the agreement on a common methodology of work. Having accepted the common method, it guarantees that all will follow the same path.	 Periodic meetings (monthly) Partnership Agreement Quality and Monitoring strategy
5 - Sharing of responsibilities and efforts	Leave the responsibility of running the Task(s) to the WP leaders. During the meetings the leader presents activities/status/delays also involving the other partners participating in the same WP.	Periodic meetings
6 - Valorization of differences	To involve the beneficiaries from the beginning in the promotion of the project and also insert it on a graphic level in the culture in which you are going to operate.	 Creation of the logo (Logo competition) Promotional materials Website Local communication channels
7 - See the partner(s) as the best expert(s) of the local reality(ies)	The coordinator must bring out any risks connected to the realities, but the estimation of the same, the times and ways to solve them should arise from the local partners (i.e. mobility –visa, purchasing and shipping of equipment) - do not impose an European vision/approach in a context that works differently.	 Collaborative and transparent approach Peer relationship Co-design of a project managed and implemented as peers
8 - Design and development of common templates	Once agreed in a common strategy and method, Consortium should work in the development shared tools like template, guidelines, form for the harmonization of activities and results.	Templates for syllabus, teaching notes, MOOCs (Storyboard, Filming script, video's structure and contents), financial internal reports,



COURSE'S ELABORATION TEMPLATE

Department/School

Semester

Language

LECTS = 25 workload hours, 8 hours of lecture in ph

Code

University

Faculty

Year of delivery

ECTS/Credits

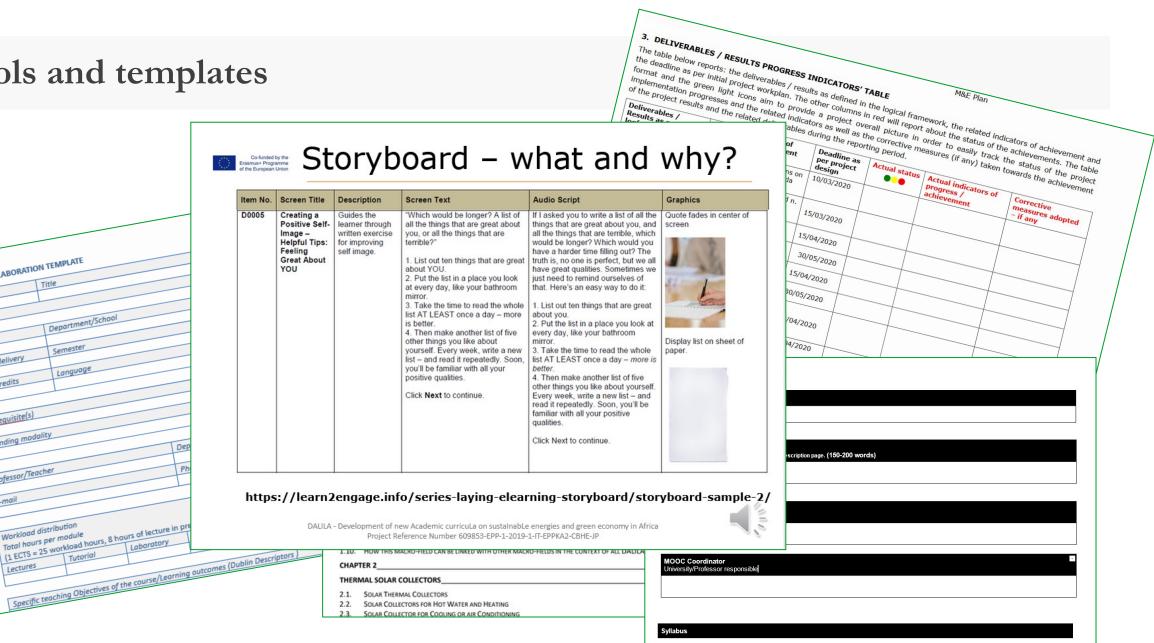
Pre-requisite(s)

E-ma

Attending modality

Professor/Teache

Workload distribution





Main Goal	Description	Tools
9 - Internal communication and collaboration	A good and honest communication among partners should take in consideration the different cultures, traditions and everyday routine. Consortium should work all together finding a common language! The process can be supported by an in-depth knowledge of staff members.	 Periodical/monthly meeting (online) Face to face meetings
10 - Dissemination	Each Country/culture has preferable channels of communication for the different target groups. Take care to investigate the different channels (existing and new) asking directly to the partners and try to optimize them without forcing in the adoption of standardized tools.	 Decentralization of the activities A person of the WP leader staff fully involved in the coordination and collection of promotional materials and activities Communication and dissemination Plan
11 - Analysis of risks	Anticipate activities by evaluating them according to foreseeable risks, discussing them with the local coordinators of the beneficiary partners.	 Periodical/monthly meeting (online) Face to face meetings
12 - Perception of internal staff of the Institutions	Usually, university staff has a "Task oriented" approach, while the new call ask to establish a "Time oriented" approach. Project and local coordinator should support the transition informing the members, training them and giving the right time for the change.	 Training focused on the innovations in the work procedure also with administrative staff and professors Meetings Bilateral meeting

Challenges!

- » Involvement of the management boards of University
- » Mobility: costs and VISA
- » New curriculum for students!
- » Motivation of internal staff
- » Tender and Depreciation!
- » Dealing with bureaucratic institutions
- » Curriculum requirements for students exchange
- » New regulation: lump sum!



Tips for collaboration

- » Organize regular meetings (online meetings)
- » Set the plans together
- » Organize activities involving students from the collaborating institutions (common online classes).
- » Leverage the use of new technologies (e.g. Microsoft 365)
- » Agree in advance on each other's expectations.
- » Remember to take into consideration cultural differences.

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