



Grant Holders Meeting  
Erasmus+ Capacity  
Building Higher  
Education 2023

---

*Practical project  
management*

*Regional workshop Sub Saharan Africa Project  
8<sup>th</sup> 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 sustainable 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

# Methodology

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.	<ul style="list-style-type: none"> <li>▪ One person, in the coordinator's staff, dedicated to financial verification</li> <li>▪ Selection, for each partner, of a contact person for the administrative activities</li> <li>▪ Training on financial issues during each meeting</li> <li>▪ Bilateral meeting (face to face and online)</li> <li>▪ Template for the distribution of hours/days among staff members and the planning of the expenditures</li> <li>▪ Intranet area for the storage of financial and project documents (deliverables, outputs, ...) and the remote control of their correctness</li> </ul>
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

My Drive > PROJECTS 2019 > ERASMUS+ - DALILA > Project ▾

Name ↑

- EACEA
- Final Proposal
- Other requests
- Stakeholders and Beneficiaries
- WP1 - Set up of DALILA Project Framework
- WP2 - Development of competences and new courses
- WP3 - Modernization of learning Green Moocs
- WP4 - Green courses delivery at target universities**
- WP5 - Green and business: support to employability
- WP6 - Quality, Monitoring and Sustainability
- WP7 - Dissemination & Results
- WP8 - Management of project activities

The screenshot displays the DALILA Intranet Area dashboard. At the top left is the DALILA logo, which includes the text 'ERASMUS+ DALILA' and 'SUPPORTING THE ACADEMIC CURRICULA ON SUSTAINABLE EDUCATION AND GREEN MOOCS'. To the right is the Sapienza University of Roma logo. Below the logos, the user information is shown: 'GROUP: Sapienza University of Rome (Sapier ▾)' and 'USER: KATIUSCIA CIPRI'. A navigation bar contains icons for ADMIN, REGISTRY, FINANCIAL, DOCUMENTS, HELP, and LOGOUT. Below this is a row of functional icons: Info, SUMMARY, Show Admin, SEARCH, STAT, and Manage rate. The main section is titled 'FINANCIAL MODULES' and contains five numbered cards: 1. Staff Costs (Contribution to beneficiary institutions for staff performing tasks necessary to achieve the objectives of the project), 2. Travel Costs (Travel for staff/students participating in eligible activities related to the achievement of the project), 3. Costs of Stay (Stay for staff/students participating in eligible activities related to the achievement of the project), 4. Equipment (Devices relevant to the objectives of the project and foreseen in the application and in the description of budget), and 5. Subcontracts (Implementation of specific tasks, by third party, to which a contract is awarded by one/several beneficiaries). In the bottom right corner, there is an inset image of the authentication page, which includes the DALILA logo and a form with fields for Username, Password, and Group, along with a Login button.

# Methodology



Main Goal	Description	Tools
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.	<ul style="list-style-type: none"> <li>▪ Periodic meetings (monthly)</li> <li>▪ Partnership Agreement</li> <li>▪ Quality and Monitoring strategy</li> </ul>
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.	<ul style="list-style-type: none"> <li>▪ Creation of the logo (Logo competition)</li> <li>▪ Promotional materials</li> <li>▪ Website</li> <li>▪ Local communication channels</li> </ul>
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.	<ul style="list-style-type: none"> <li>▪ Collaborative and transparent approach</li> <li>▪ Peer relationship</li> <li>▪ Co-design of a project managed and implemented as peers</li> </ul>
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, ...



# Tools and templates



## Storyboard – what and why?

Item No.	Screen Title	Description	Screen Text	Audio Script	Graphics
D0005	<b>Creating a Positive Self-Image – Helpful Tips: Feeling Great About YOU</b>	Guides the learner through written exercise for improving self image.	<p>“Which would be longer? A list of all the things that are great about you, or all the things that are terrible?”</p> <ol style="list-style-type: none"> <li>List out ten things that are great about YOU.</li> <li>Put the list in a place you look at every day, like your bathroom mirror.</li> <li>Take the time to read the whole list AT LEAST once a day – more is better.</li> <li>Then make another list of five other things you like about yourself. Every week, write a new list – and read it repeatedly. Soon, you’ll be familiar with all your positive qualities.</li> </ol> <p>Click <b>Next</b> to continue.</p>	<p>If I asked you to write a list of all the things that are great about you, and all the things that are terrible, which would be longer? Which would you have a harder time filling out? The truth is, no one is perfect, but we all have great qualities. Sometimes we just need to remind ourselves of that. Here’s an easy way to do it:</p> <ol style="list-style-type: none"> <li>List out ten things that are great about you.</li> <li>Put the list in a place you look at every day, like your bathroom mirror.</li> <li>Take the time to read the whole list AT LEAST once a day – <i>more is better</i>.</li> <li>Then make another list of five other things you like about yourself. Every week, write a new list – and read it repeatedly. Soon, you’ll be familiar with all your positive qualities.</li> </ol> <p>Click <b>Next</b> to continue.</p>	<p>Quote fades in center of screen</p>  <p>Display list on sheet of paper.</p> 

<https://learn2engage.info/series-laying-elearning-storyboard/storyboard-sample-2/>

DALILA - Development of new Academic curricula on sustainable energies and green economy in Africa  
Project Reference Number 609853-EPP-1-2019-1-IT-EPPKA2-CBHE-JP

1.10. HOW THIS MACRO-FIELD CAN BE LINKED WITH OTHER MACRO-FIELDS IN THE CONTEXT OF ALL DALILA

**CHAPTER 2**

**THERMAL SOLAR COLLECTORS**

- SOLAR THERMAL COLLECTORS
- SOLAR COLLECTORS FOR HOT WATER AND HEATING
- SOLAR COLLECTOR FOR COOLING OR AIR CONDITIONING

MOOC Coordinator  
University/Professor responsible

Syllabus

### 3. DELIVERABLES / RESULTS PROGRESS INDICATORS' TABLE

The table below reports: the deliverables / results as defined in the logical framework, the related indicators of achievement and the deadline as per initial project workplan. The other columns in red will report about the status of the achievements. The table format and the green light icons aim to provide a project overall picture in order to easily track the status of the project implementation progresses and the related indicators as well as the corrective measures (if any) taken towards the achievement of the project results and the related deliverables during the reporting period.

M&E Plan

Deliverables / Results as defined in the logical framework	Deadline as per project design	Actual status	Actual indicators of progress / achievement	Corrective measures adopted - if any
	10/03/2020	●●●		
	15/03/2020			
	15/04/2020			
	30/05/2020			
	15/04/2020			
	30/05/2020			
	10/04/2020			
	14/2020			

### COURSE'S ELABORATION TEMPLATE

Code	Title
University	
Faculty	Department/School
Year of delivery	Semester
ECTS/Credits	Language
Pre-requisite(s)	
Attending modality	
Professor/Teacher	Dep
E-mail	Ph
Workload distribution	
Total hours per module	
(1 ECTS = 25 workload hours, 8 hours of lecture in pre	
Lectures	Tutorial
	Laboratory
Specific teaching Objectives of the course/Learning outcomes (Dublin Descriptors)	

# Methodology

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.	<ul style="list-style-type: none"> <li>▪ Periodical/monthly meeting (online)</li> <li>▪ Face to face meetings</li> </ul>
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.	<ul style="list-style-type: none"> <li>▪ Decentralization of the activities</li> <li>▪ A person of the WP leader staff fully involved in the coordination and collection of promotional materials and activities</li> <li>▪ Communication and dissemination Plan</li> </ul>
11 - Analysis of risks	Anticipate activities by evaluating them according to foreseeable risks, discussing them with the local coordinators of the beneficiary partners.	<ul style="list-style-type: none"> <li>▪ Periodical/monthly meeting (online)</li> <li>▪ Face to face meetings</li> </ul>
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.	<ul style="list-style-type: none"> <li>▪ Training focused on the innovations in the work procedure also with administrative staff and professors</li> <li>▪ Meetings</li> <li>▪ Bilateral meeting</li> </ul>



# 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.



## EnRHEd local Coordinator

👤 Nsanzumuhire U. Silas

✉ nsanzumuhire@ines.ac.rw

## DALILA Project Coordinator

👤 Katuscia Cipri

✉ katuscia.cipri@uniroma1.it

## GREATER Project Coordinator

👤 Paolo Ciampolini

✉ paolo.ciampolini@unipr.it

