



- b. The list of 10 – 15 IRO activities suggested to the Colleges
- c. The lists of pilot activities selected by all Colleges (3 per College)
- d. The plan for site mentoring (proposed dates and locations of meetings, allocated mentors).

#### WP.5.2 – PILOT ACTIVITIES – **deadline 14/07/2015**

11. To prepare a „template” for each selected IRO pilot activity. The „template” should be a sort of help and basis for mentoring activity. It’s assumed that all Colleges, supported by EU mentors, should fill up the „templates” with the following data / information :

- a. The scope of selected activity
- b. The timetable and character of activity (continuous action?, periodical? a one-time action?)
- c. Expected outputs and outcomes (which ones? compliance and reference to the strategic plans)
- d. Institutional support (involvement and support by Top Management, reporting path)
- e. Human resources needed to complete the activity:
  - i. The team or individual and organizational schedule
  - ii. Requested skills, competences and experiences
  - iii. Expected workload
  - iv. Training programme needed (yes or no, if yes – what kind, where, how long?)
  - v. Possible replacement (-s) in case of absence or resignation.
- f. Office space and equipment (if needed)
- g. Funding:
  - i. Possible sources of finance
  - ii. Cost estimation:
    - (a) one-year perspective,
    - (b) five-years perspective
  - iii. Structure of cost (staff, operational, ...)
- h. Identification of possible threats / Risk analysis:
  - i. Organizational, human resources, financial, institutional, professional capabilities, possible conflicts of interest and other ones
  - ii. Risk matrix
  - iii. Practical management of identified risk / risk mitigation.
- i. Quality assurance plan for selected activities – practical actions. Potential threats to quality assurance. Plan of periodical evaluation / assessment. Measuring Progress. Reference to Quality Assurance Plan developed within WP.6.

12. **Site mentoring for Israeli Colleges by EU mentors (mainly WUT, PHK and UCSC). Expected in February / March 2015**, maximum at 3 selected locations:

- a. To fill the „template” for each selected pilot activity (a form of workshops led by EU mentors)



- b. To contact the Managements of the Colleges and to get their acceptance for pilot implementations of selected activities
- c. To prepare recommendations for the Managements of Colleges and to define expected support from their end
- d. Follow-up in form of teleconferences, email correspondence and phone calls.

**WP.5.3 – PILOT SUMMARY MEETING – deadline 14/09/2015**

**13. Two-day plenary meeting (all Colleges):**

- a. Presentation of Pilot Activities Plan, Implementation Plans for selected activities and results of site mentoring (discussion moderated by EU mentors / partners)
- b. Possible corrections in Implementation Plans.
- c. The importance and role of EU Programmes (mainly Erasmus+ and Horizon 2020) with regard to successful implementation of selected IRO activities (discussion of chances and limitations up to 2020).

**Attention: recommended presence of Colleges' Managements.**

- 14. The report on implementation of WP.5 (executive summary, presentations by all seven Colleges, examples of „best practices” and „lessons learned”. Publication of the report (printed version plus project website).**