

IKIS

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## IRIS Project – WP.5 Action Plan

## WP.5.1 – PILOT ACTIVITIES PLAN – deadline 14/06/2014

- 1. Presentation of WP.5 scope of works at Kick-off Meeting done.
- 2. Site visit by Shenkar and Sapir in Warsaw, contribution to implementation of WP.4 in relation to WP.5 (3rd IRO workshop in Warsaw) done.
- 3. Study of preliminary drafts of Internationalisation Plans (Strategies) developed for 7 Israeli Colleges within WP.2 done.
- 4. Drafting the WP.5 Action Plan and its consultation with PHK, UCSC and other partners done.
- 5. To check if more advanced versions of Internationalisation Plans (Strategies) are available. The first drafts were presented and discussed during WP.4 1st IRO Workshop at Sapir College. If available, to get them downloaded from Leaders of WP.2 only drafts available to date.
- 6. Based on Internationalisation Plans (Strategies), to list all proposed IRO activities mentioned there by the Colleges. If necessary, to add also other ones, evidently missing on the list. Total number of proposed IRO activities: 10 15 (in accordance with Project Application Form) done.
- 7. To prepare the questionnaire addressed to all Israeli Colleges and to ask them to select from the list 3 preferred activities, most relevant to their needs and Internationalisation Plans. To ask for response within 2 weeks. To draw their attention to the experiences and opinions collected during site visits at Universita Cattolica, Politecnico Milano, WUT and PHK.
- 8. Based on responses from Colleges, to prepare proposals of pilot IRO activities to be implemented by each College (3 selected activities per College). To justify briefly the proposed selection.
- 9. To check with EU partners (mainly PHK and UCSC) about their resources and readiness for site mentoring of selected pilot IRO activities in February / March 2015. To discuss with EU partners the organizational setup of site mentoring. The preliminary assumptions are as follows:
  - a. To set out 3 mentoring teams, each one of 2 EU experts.
  - b. To allocate mentoring teams to particular groups of colleges. It's suggested that WUT will lead mentoring at 3 Colleges with technical profile, PHK at 2 Colleges with pedagogical profile and UCSC at 2 Colleges with general profile.
  - c. To organize 2-day site mentoring visits at 3 most convenient locations and to add 1 more day for the meeting of EU mentors to exchange collected opinions and to draft short report summarizing the mentoring activity.
- 10. To prepare the "PILOT ACTIVITIES PLAN", to send it to all Colleges and EU partners and to place it on the project website. The plan should contain:
  - a. The timetable of WP.5







- 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, supportted 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 suport 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 possibile threats / Risk analysis:
    - i. Organizational, human resources, financial, institutional, professional capabilities, possibile 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 suport 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).



















