TEMPUS project JPGR 511342 - iKnow

Innovation and Knowledge Management towards eStudent Information System – iKnow

Steering committee meeting

Minutes and conclusions

Meeting held on 20-21.02.2012

Location LSBU, London, UK

Content

Contracting Institution:

LSBU – London South Bank University, London, UK

Coordinating Institution:

UKIM - University Sts Cyril and Methodius, Skopje, MK

Participating Institutions:

UKLO – University St. Clement Ohridski, Bitola, MK

UGD – University Goce Delchev, Stip, MK

SEE – South Eastern Europe University, Tetovo, MK

EURM – European University of Republic Macedonia, Skopje, MK

FON – FON University, Skopje, MK

UDO – University of Dortmund, DE

ULJ – University of Ljubljana, SI

Minutes of Steering committee meeting

Project Title: Innovation and Knowledge Management towards eStudent Information System – iKnow

Meeting subject: see Agenda

Date: 20.02.2012 start at 10:00 h

Location: LSBU, London, UK

Author of document: Marjan Gusev – project coordinator

Checking: Shushma Patel – project contractor

Participants of the Steering committee

LSBU – Prof. Dr Dilip Patel

UKIM – Prof. Dr. Marjan Gusev

UKLO – Prof. Dr. Pece Mitrevski

UGD – Rector Prof. Dr. Sasa Mitrev

SEE – Prof. Dr. Bekim Fetaji

EURM – Prof. Dr. Toni Stojanovski

FON – Prof. Dr. Sime Arsenovski

UDO – Dr. Dietmar Jannach

ULJ – not present

QSP – Dr. Norbert Jesse

Other participants and Management Board members

LSBU – Prof. Dr Shushma Patel

UKLO – Prof. Dr. Gjorgji Manceski

UGD – Prof. Dr. Zoran Zdravev

SEE – Assistant Prof. Dr. Majlinda Fetaji

EURM – Assistant Prof. Dr. Saso Gelev

QSP – Dr. Thomas Biskup

Agenda

0. Welcome note

- A short welcome note was given by host – Prof. Dr. Dilip Patel, vice dean of LSBU Faculty of Business

1. Registration and declaration of quorum

- Analysis of quorum and present participants (UGD represented by Rector; FON by vice-rector, UKIM, UKLO, EURM, LSBU, TUDO and QSP have given signed letter of authorization), ULJ was not present at the meeting

Vote for formal decisions / Approvals to be taken about Agenda

- ***The agenda was approved by all participants***

2. Report after 4 months of the second project year realization

- Prof. Dr Gusev has elaborated the current project situation.
  - He pointed to 28 activities performed in 4 months of second project year, after the steering committee meeting held on Nov 7th 2011.
  - Activities are performed for 4 workpackages including Dissemination, Implementation, Quality Control and Management
  - Equipment purchase is finished at 2 universities and it is on-going at 4 universities
  - Dissemination strategies and action plans are delivered by UKIM and EURM completely and the others UKLO, FON, UGD and SEEU are due in two weeks.
  - Preparation activities for dissemination are taken by all universities and main delivery is expected in April - May 2012 period
  - Installation and training was carried out at all universities (10 trainings at UKIM, and one training session per other universities)
  - The second exploitation phase is successfully realized at UKIM in this period electronic software for students including end of semester activities, application for exams, administering of academic records and application for second semester.
  - A lot of activities were performed by UKIM team in the agile development of the software including the usage of the bug reporting software
  - UKLO, SEEU, EURM and FON have successfully realized trainings and started to transfer existing students in the database
  - A lot of training sessions were organized to enable sustainability

- SC should make decision about quality and quantity of realized project activities and the report will be discussed after finalizing appropriate activities in quality control and monitoring workpackage.

Vote for formal decisions / Approvals to be taken about acceptance of the report
- ***The report was approved by all participants***

3. Schedule of further project activities and implementation

- Prof. Dr Gusev has elaborated the ongoing status about performed activities and financing, and also has given directions to make conclusions about further distribution of activities.
- The **current status of performed activities** among partners:
  o 28 activities were successfully performed in the first half of the second project year
  o All partners should have finished the remaining activities in the forthcoming period for dissemination, sustainability, quality control and management. Prof. Gusev has presented an overview of all relevant tasks to be finished and reminded the others to avoid the situation to redistribute the workload if they become unresponsive.
  o Dissemination – not all partners have provided the dissemination strategy and action plan and presented an evidence of organized events
  o Sustainability – not all partners have provided the sustainability strategy and action plan and presented an evidence of organized activities
  o Implementation – not all partners have provided active participation for implementation phase including trainings, and enabling sustainability conditions to make the project realization.
  o University Management of UKIM, UKLO and EURM has made decision to fully implement the provided solution for electronic student services, while, FON and SEEU have decided to run in it in parallel with the existing software and UGD is already using a new solution by other supplier that has all the characteristics as specified by the project.
  o Printing and publishing – not all partners have provided evidence of printed booklets, leaflets, posters or other media advertising campaigns. Reminder was send that all relevant activities are expected by the end of May, otherwise there will be redistribution of budgets
  o Other costs – not all partners have provided evidence of promo material and translations
- The **analysis of next activities** to be performed by all partners:
  o Academic tasks reminder was send for all participants to fulfill the planned tasks within given deadline, to be responsive and avoid further re-distribution.
  o **Dissemination,** a reminder was given to all MK partners to organize events and raising awareness campaigns, open days, promotional material. It is expected that all MK partners will provide:

- *Dissemination strategy and action plan* to be improved by UKLO, FON, SEEU, UGD until 06.03.2012
- Realize activities about Social networking active participation, Web promotion and Media advertising.
- Next dissemination events with international workshops organization are: CiiT conference in Bitola 19-22 April 2012 and ICT innovations 12-15 September 2012 in Ohrid

- **Implementation**, a reminder was given to all MK partners to participate in testing and implementation activities. It is expected that all MK partners will provide:
  - *Sustainability strategy and action plan* to be improved by UKLO, FON, SEEU, UGD until 06.03.2012
  - Realize activities about Testing, implementation and integration; Training and usage experience; HR sustainability – delegate responsive personnel; Financial sustainability – allocate budget for maintenance; solve Legacy issues.

- **Quality control and monitoring**, a reminder was given to all EU partners to participate in testing and implementation activities. It is expected that all EU partners will provide:
  - Improved *Methodology for quality control (key indicators) and quality plan* to be delivered until 6.3.2012
  - Include activities: Review about requirements analysis and system design; Review reports from students' focus groups, professors and Ministry of education; Self evaluation report by administration and university management; External quality audit with Peer review reports (usefulness and comprehensiveness, completeness);
  - Recommendations to be delivered by May 2012

- The plan for next activities (3) including details of place, responsibilities is published on our project web site http://iknow.ii.edu.mk/Default.aspx?a=10
- SC should make decision about further schedule of project activities and especially about roles and responsibilities of all partners within realization of implementation, sustainability, dissemination, quality control (including internal and external reviews), and management.

Vote for formal decisions / Approvals to be taken about plan of next activities acceptance

- ***The distribution was approved by all participants***

4. Budget distribution

- All partners provided information about expenses realized and a summary table is as follows

	LSBU	UKIM	UKLO	SEE	UGD	EURM	FON	TUDO	ULJ	QSP
STAFF COSTS	- €	33.352 €	6.776 €	4.752 €	8.132 €	9.076 €	8.360 €	8.133 €	3.235 €	- €
TRAVEL COSTS	4.778 €	19.910 €	2.714 €	- €	6.011 €	3.332 €	5.656 €	6.302 €	2.975 €	1.429 €
EQUIPMENT	- €	24.200 €	19.200 €	19.200 €	19.200 €	19.200 €	19.200 €	- €	- €	- €
PRINTING PUBLISHING	- €	2.600 €	- €	- €	627 €	3.014 €	2.000 €	- €	- €	- €
OTHER COSTS	- €	1.825 €	612 €	375 €	580 €	290 €	290 €	- €	- €	- €
INDIRECT	334 €	5.732 €	2.051 €	1.703 €	2.419 €	2.444 €	2.485 €	1.114 €	435 €	100 €
TOTAL	5.113 €	87.620 €	31.354 €	26.030 €	36.969 €	37.356 €	37.992 €	15.548 €	6.644 €	1.529 €
Contribution	511 €	8.762 €	3.135 €	2.603 €	3.697 €	3.736 €	3.799 €	1.555 €	664 €	153 €
	4.601 €	78.858 €	28.218 €	23.427 €	33.272 €	33.620 €	34.193 €	13.993 €	5.980 €	1.377 €

- A proposal was made that LSBU should send the fourth installment to all partners according to the following table. The criterion is to keep at least 12000 euros for each partner on top of its declared expenses

	LSBU	UKIM	UKLO	SEE	UGD	EURM	FON	TUDO	ULJ	QSP
1st install	21.338 €	15.602 €	13.920 €	13.920 €	13.602 €	13.602 €	13.602 €	19.979 €	19.983 €	- €
2nd install		15.000 €								
equip. to LSBU		19.200 €	19.200 €	19.200 €	19.200 €	19.200 €	19.200 €			
3rd install	10.000 €	19.000 €	4.000 €	3.000 €	4.000 €	5.300 €	5.300 €	3.000 €	3.000 €	10.000 €
4th install	10.000 €	22.500 €	3.500 €	6.000 €	8.500 €	8.000 €	8.500 €	5.000 €		10.000 €
total	41.338 €	91.302 €	40.620 €	42.120 €	45.302 €	46.102 €	46.602 €	27.979 €	22.983 €	20.000 €
TO DO!	- 36.225 €	- 12.444 €	- 12.401 €	- 12.362 €	- 12.029 €	- 12.482 €	- 12.409 €	- 13.986 €	- 17.003 €	- 18.623 €

- Analysis of the expenses showed that the initial distribution of 37,140 euros for other costs will not be spent and the increased level of activities for agile development of the software solution should have more budget. LSBU as contractor should send a letter to the EC asking to re-distribute 25.000 euros from other costs to staff costs (15.000 euros) and to travels (10.000 euros)

- A reminder was sent to the participants to send all relevant data since some of docs are missing.

- A reminder was sent to partners to declare all costs and co-financing up to 10% of all costs until May 2012. The final installment will be sent to partners according to declared costs.

Vote for formal decisions / Approvals to be taken about raised proposal for equipment purchase

- ***The proposals were approved by all participants***

The meeting finished at 13h.