WP1: Capability Maturity Framework

- **Workshop 1**: 20-22/1/2016 (Warsaw).
  An introduction workshop to get the participants into the process of evaluating internationalization.

- **Workshop 2**: 8-10/3/2016 (Montpellier).
  An advanced workshop to develop institutional indicators of internationalization maturity.
WP2: International Team Building

- 1\textsuperscript{st} meeting: 17-19 May 2016, Israel
- 2\textsuperscript{nd} meeting: 11-13 July 2016, Germany

Goals:

(1) to establish effective international teams of Israeli colleges and EU Universities.

(2) to prepare work plans for international teams for implementation of internationalization by innovative technologies.
WP2: International Team Building

- **At least three different international teams will be established** (one for education training, one for engineering, design and technology, and one for social sciences, humanities and management).

- **In each international team will be at least one Israeli college and one EU University.**

- **Homogeneous teams (ex. Design schools) and/or heterogeneous teams (ex. Education & Engineering).**
WP2: International Team Building

Preferred topics for collaboration

- English courses
- Languages
- Mathematics
- Gender
- Social responsibility
- Organizational studies
- Marketing

25/3/2016:
➢ Send list of preferred topics
WP2: International Team Building

- June 2016: Study visits in EU Partner Universities

**Goals:**

1. to gain better understanding of academic international activities.
2. to identify opportunities for cooperation amongst academic and administrative staff.
WP2: International Team Building

- 2 college representatives for a 3 day study visit. Meetings and discussions with management, IRO managers and professionals, teachers, researchers, and administrative staff.

25/3/2016:

- Send preferences for place of visit

Suggested study visit plan

- Introduction to the university (Faculties, departments, fields of studies, etc. that can be developed for cooperation in IN2IT)
- Introduction to the IRO at the University (Structure, roles and responsibilities, measurement of internationalization, review of EU projects)
- Introduction to the education technology (distance learning) unit. (Structure, roles and responsibilities, technological platforms)
- Meetings with academic staff colleagues that can collaborate on developing virtual courses (academic and with the industry)
IN2IT

WP 10: MANAGEMENT OF THE GRANT

DR. VERED HOLZMANN
IN2IT PROJECT MANAGER

WUT, 20-22 JANUARY 2016
Financial and administrative management of the Grant
Financial and administrative management of the Grant

Financial Management workshop

When: 13/3/2016 13:00-15:00

Where: Tel-Aviv Yaffo College (Building: Management and Economics, room 307)

What:

Part A: Erasmus+ Office:
- Rationale of the Erasmus+ budget management
- Unit costs vs. Actual costs
- Control unit costs expenses
- Co-financing

Part B: IN2IT Project Coordinator
- Staff costs planning and reporting
- Travel costs & costs of stay rules and reporting
- Equipment purchasing, inventory recording, labelling, and reporting
- Subcontracting prerequisites and reporting

Who: Financial managers and project coordinators
Financial and administrative management of the Grant

Procedures

- **Exchange rate**: November 2015
  
  [link](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

- **Reporting**: on the 15th of every month. *Scanned copies* of timesheets, staff conventions (annex ii), travel reports (annex iii), and invoices.

- **Original documents** should be kept at the institution for 5 years after the project ends (Oct 2023)

- **Overall budget reporting form** (excel file) will be provided by the agency sometime . . .

- **Co-financing control**