



# Middle East and North Africa

## Practical aspects and running of the project

Ivan Dyukarev, University of Deusto

**Second General Meeting**



Tempus

Bilbao, 28 September - 02 October 2014



# Agenda

## T-MEDA Project Management Web site

- Profiles
- Messages

## Running of the project

- Progress to date
- Workplan
- Tasks
- Next meeting

## Procedures

- Travel costs
- Staff costs
- Annual report

# T-MEDA Project Management Web site

<https://universityofdeusto.teamworkpm.net>

- Profiles
- Messages

# Running of the project

## Running of the project

- Progress to date - Workplan
- Tasks
- Next meeting



# Running of the project

## Tasks

- Comparing existing programmes.
- Formulating Reference Points.
- Formulating Programme Profiles and Learning Outcomes.

# Activities

## First Meeting

Definition of competences for subject areas

**List of Generic and Subject Specific Competences**

Consultation with stakeholders. Analysis of survey results.

## Second Meeting

Formulating Reference Points

**Reference Points**

Comparing existing programmes. Formulating Programme Profiles and Learning Outcomes.

## Third Meeting

Designing Degree Programmes

**Degree Programmes**

Development of Syllabus 1 year.

# Running of the project

Next meeting

**Nicosia, Cyprus, 15-19 February 2015**

**University of Cyprus**



# Procedures

Travel costs

IMRs – prepared by UD management team after each meeting

Revised and signed by participants on the next meeting

**IMPORTANT**

Boarding passes, invoices

# Procedures

Staff costs

3 payments per project, at the end of every year, after submitting annual report on the project implementation

Sum of the annual payment = total sum per institution (PA) / 3

Documents:

Staff convention

Time sheets

Institutional policy on remuneration (salary daily rate)

# Procedures



Annual report

ANNEX J



## REPORT ON IMPLEMENTATION OF THE PROJECT

T E M P U S   I V

**Tuning Middle East and North Africa**

543948-TEMPUS-1-2013-1-ES-TEMPUS-JPCR

**2013-4535/001-001**

(Agreement N.)

<u>ANNUAL REPORT</u>	<u>DEADLINE</u>
Report on implementation of the project	not later than: First Report – 01/12/2014; Second Report – 01/12/2015; Third Report – 30/11/2016.

One original (with original signatures) is to be sent by the deadline by registered mail (date as per postmark) to:

Ivan Dyukarev  
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48007 Bilbao, Spain.

Please also send the electronic version to [ivan.dyukarev@deusto.es](mailto:ivan.dyukarev@deusto.es) when submitting the paper version of the report.

## DECLARATION

This declaration should be completed and signed by the following people: