Information Technology Governance for Tunisian Universities
(ITG4TU)

561614-EPP-1-2015-1-ES-EPPKA2-CBHE-JP

Meeting Minutes - Filed Monitoring Visit

Higher Institute of Multimedia of La Manouba, Univesity of La Manouba (Tunisia), 2nd June, 2016

ITG4TU CONSORTIUM

AMENDMENT HISTORY

Version	Revision	Date	Author	Modification
1	0	13 June2016	Mehdi Khouja	Initial Version

Meeting Information			
Objective:	**Field Monitoring Visit**		
Date:	02/06/2016	**Location:**	**University of La Manouba**
Time:	14:00	**Meeting Type:**	**Face to face/Skype**
Attendees:	1. **Mehdi Khouja (UGAB)** 2. **Youssef Ben Halima (UMA)** 3. **Yahia Slimani (UMA)** 4. **Yemna Sayeb (UMA)** 5. **Yamen Touati (UMA)** 6. **Amel Jabrane (NEO Tunisia)** 7. **Mohamed Salah Harzallah (NEO Tunisia)** 8. **Riadh Farah (UMA)** 9. **Slim Kallel (USS)** 10. **Ismaïl Bouassida (USS)** 11. **Samir Moalla (UTM)** 12. **Mohamed Ali Ben Hassine (UTM)** 13. **Carlos Juiz (UIB) (via Skype)** 14. **Beatriz Gomez (UIB) (via Skype)**		

Agenda Items:

1. Project presentation
2. Project progress discussion
3. Discussion of the work plan
4. NEO recommendations

Summary:

The meeting started with the speech of the coordinator Carlos Juiz. He gave a general overview of the project. He also presented the task already realized. Juiz noticed the delay to the agenda due to the change of the "Initial training managers" activity for security issues.

After that, Mehdi Khouja gave a presentation of the project. The presentation detailed the following points: The objectives, the consortium, the management plan, the quality plan and the progress of the project.

During the discussion with NEO representatives, the following interventions were:

Yemna Sayeb, the IT governance coordinator for the UMA, explained the task of IT governance fulfilled in the UMA. She also showed the support of the university to the project.

Ismail Bouassida, the USS coordinator and WP4 leader, explained the dissemination and exploitation plan.

Youssef Ben Halima, the UMA coordinator, and Samir Moalla, the UTM coordinator, highlighted the importance of this project to their universities

Following the meeting, the NEO coordinator, Mr. Harzallah suggested the following recommendations:

1. A quality assessment by experts from outside the project
2. Add the disclaimer on the footer of the website
3. Involve the private sector in the process of training
4. Submit a mobility project to support the current project

The NEO coordinator informed the attendees that a report will be sent to the project officer Carla Guiletti. This report will be transmitted to the project coordinator Carlos Juiz.

A coffe break was organized by the Higher Institute of Multimedia La Manouba.

Co-funded by the Erasmus+ Programme of the European Union

Field Monitoring Visit

2ⁿᵈ June 2016, University of La Manouna (La Manouba), Tunisia

Co-funded by the
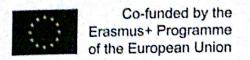Erasmus+ Programme
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Field Monitoring Visit Participant List

Name	Institution	Signature
Mehdi K Rouja	ISIMG	
Youssef Ben Halima	ISAMM	
Yahya SLIMANI	ISAMM	
Yemna Sayeb	ISAMM	
YAMEN ELTOUATI	ISAMM	
ANEL JABRANE	NEO Tunisia	
Mohamed Salah Hazzallah	cu	
Riadh Farah	ISAMM	
Slim Kallel	FSEGS	
Ismail Bouassida	ISIMS	
Sami MOALLA	FST_ UTM	
Mohamed Ali Ben HASSINE	FST - UTM	