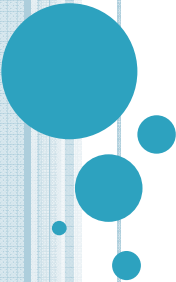





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WORKPLAN PLAN DU TRAVAIL

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WORKPLAN PROJECT YEAR 1 (AN)

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Title												
1	Establishment & Implementation of a Universities-Enterprises cooperation network	O											
1.1	Detailed Analysis & Benchmarking Study	x=	xx==	xx==	x=	xx==	x						
1.2	Study visits of governmental officials, industry representatives and university top managers to the EU (2nd phase of benchmarking)				==								
1.3	Development of conceptual framework and strategy of the network							==xx	=xxx	xxxx	xxxx	xx	
2	at Partner Universities - HR Development	O											
2.1	Development of training modules & materials					x==	=====	xx==	x==				
2.2	Selection of university staff for the liaison offices					=x	==xx	xxxx	xxxx				
2.3	Introductory WS: Managing University-Enterprise cooperation											xx	
2.4	Practical training in European liaison offices												==
3	Establishment of pilot liaison offices at Partner Universities								O				
3.1	Purchase & instalment of equipment for offices operation							x=	x=	xxx=	xxxx	xxxx	xx
3.2	Development of office web pages and data bases											xx	xxxx
5	Public awareness & Dissemination	O											
5.1	Development and up-dating of the project homepage	====x	=x	==x	==x	==x	=x	==	==	=	=	=	=
5.2	Development & Dissemination of publication materials	==	==				x				xxx	x	
5.3	Internal & external information days and networking activities							x				x	
6	Sustainability				O								
6.1	Development & adoption of long-term strategies for the implementation of Liaison offices at partner Universities				x=							xx	
6.2	Investigation of funding possibilities and self-financing strategies				x=						x	x	
7	Quality control & Monitoring	O											
7.1	Ongoing monitoring of project progress & Internal quality control	=x					x=					x=	
7.2	External quality control & Peer-reviews											x	x
8	Project Management	O											
8.1	Management & Coordination meetings (incl. Kick-off meeting)	x			=							x	
8.2	Ongoing project management, administration and coordination	xx==	xx==	xx==	xx==	xx==	xx==	xx==	xx==	xx==	xx==	xx==	xx==



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ACTIVITIES – 2009

- 1 Establishment & Implementation of a Universities-Enterprises cooperation network**
 - 1.1 Analysis, Benchmarking Study
 - 1.2 Study visits
 - 1.3 Conceptual framework and strategy of the network
- 2 Capacity Building - Workshops & Trainings**
 - 2.1 Development of training modules & materials
 - 2.2 Selection of university staff for the offices
 - 2.3 Introductory Workshop
 - 2.4 Practical training in EU
- 3 Establishment of liaison offices at Universities**
 - 3.1 Equipment
 - 3.2 Office web pages and data bases



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ACTIVITIES - 2009

- 5 Public awareness & Dissemination**
 - 5.1 Project homepage
 - 5.2 Publication materials
 - 5.3 Information days and networking activities
- 6 Sustainability**
- 7 Quality Control & Monitoring**
- 8 Project Management**
 - 8.1 Meetings
 - 8.2 Ongoing PM



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ANALYSIS & BENCHMARKING STUDY (1.1)

- When? (M1 – M5) → End: May 2009
- Analyse
 - models of University-Enterprise liaison structures
 - entrepreneurial and research cooperation support systems
 - current practices in the participating institutions
- Implementation:

• Development of questionnaire (UA)	March 20
• Data collection by all partners	April 20
• Report (UA)	May 15



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STUDY VISIT (1.2)

- When & Where?
 - May (semaine 2 ou 3)- Alicante
- Objective:
 - EU partners' experience & meetings with university vice-rectors and regional authorities, e.g. chamber of commerce and the regional development agency
- Participants
 - 12 PC universities' top and middle management: (vice) rectors and leaders of sub-directions
 - 3 PC Chamber of Commerce senior officers
 - 1 PC MHE officer
 - EU Partners



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STRATEGY & FRAMEWORK OF NETWORK (1.3)

- When?
 - July - November (M7 – M11)
- Who?
 - Tunisian partners
 - some assistance from EU partners
- What?

Develop documents:

 - Mission and strategy statement
 - structure of the network
 - network members, membership policy
 - development directions



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TRAINING MATERIALS (2.1)

- When?
 - June – September (M8 – M10)
- Who?
 - EU Partners - main input providers
 - Input by Tunisian partners
- What?
 - 5 Training Modules on different topics related to University – Enterprise cooperation
 - Power points and background documents



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OFFICES STAFF SELECTION (2.2)

- When?
 - June – September (M6 – M9)
- Who?
 - Tunisian University Manager select 1 person from existing staff
- Requirements:
 - Business/management background
 - research/scientific background
 - language skills (Francé, Anglais)



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OFFICE EQUIPMENT (3.1)

- When?
 - M7 – 12 → July – December 2009
- What?
 - Equipment for 6 Offices
 - computers , laptops , video projector, multifunctional machine, Software, modem, fax
 - EC recommendation (needs analysis)
- Follow rules of EU
 - Obtain 3 offers from different providers
 - VAT exemption
 - ...



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WORKSHOP I: INTRODUCTION (2.3)

- When & Where?
 - November 2009 (M11) - Université de Jendouba?
 - 1 Week (+ coordin. Meeting + National Info Day)
- Participants
 - Newly selected Liaison Office Staff & other University Managers (24 persons travel)
- Trainers
 - 1 person from all EU Partners
- Topics
 - promotion of university research results, detection of technology transfer opportunities, development of mutually beneficial cooperation



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PRACTICAL TRAINING IN EU (2.4)

- When & Where?
 - (M12 –M 13) → January 2010
 - 2-3 weeks in Alicante & Grenoble
- Who?
 - 6 persons (1 person per Tunisian Partner University)
- Objectives:
 - Learn about day-to-day work in liaison offices and TTOs; information, communication , relationships with enterprises & students, etc.



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OFFICES WEBSITES & DATABASES (3.2)

- When?
 - M 12 – M19 → December 2009 – July 2010
- What?
 - Office Websites basic structure (homogeneous)
 - Each office to fill its website with information (4.2)
 - Databases development by each office:
 - Technology Offer: research capacities & potential
 - Technology Demand: contacts with enterprises, research interests and employment opportunities



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OTHER ONGOING ACTIVITIES

- Public awareness & Dissemination (5)
 - Project website (UA)
 - Leaflets, flyers in several languages (UA)
 - Press releases (all partners whenever possible)
 - Information Days and Networking Events
 - November 2009: national network & information day
- Management of the Project (8)
 - Combination with other mobilities (e.g. M11)
 - Reports: financial & technical



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OTHER ONGOING ACTIVITIES (2)

o Quality Control & Sustainability (6 + 7)

- *Quality Board composition:*
 - o 3 PC universities management staff
 - o 2 chamber of commerce senior officials
 - o 2 EU partners academic staff
 - o 1 MHE official
- Meetings:
 - o 1 Meeting by the End of each year (3 in total)



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2009		Jan	Fev	Mar	Avril	Mai	Jui	Jul	Aout	Sep	Oct	Nov	Dec
Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
1	Universities-Enterprises cooperation network												
1.1	Benchmarking Study												
1.2	Study visits					EU							
1.3	Strategy of the network												
2	Capacity Building at Partner Universities												
2.1	Development of training materials												
2.2	Selection of staff for the liaison offices												
2.3	Introductory WS											1 (6)	
2.4	Practical training in European liaison offices												
3	Establishment of pilot liaison offices												
3.1	Equipment for offices operation												
3.2	Office web pages and data bases												
5	Public awareness & Dissemination												
5.1	Project homepage												
5.2	Publication materials												
5.3	Information days and networking activities											1 (2)	
6	Sustainability												
6.1	Long-term strategies for Liaison offices												
6.2	Self-financing strategies												
7	Quality control & Monitoring												
7.1	Ongoing monitoring												
7.2	External quality control & Peer-reviews												
8	Project Management												
8.1	Meetings		1									1 (6)	
8.2	Ongoing project management												



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SUMMARY MEETINGS

Act. Nr	Mobility	Ou	Date
1.2	Study Visit (1.2)	Alicante	Mai
2.3	Workshop I	Tunisie	November / December
8.1	Coordination Meeting		
5.3	National Info Day		
2.4	Practical training	EU	Janvier



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Thank you for your attention!

Merci beaucoup!

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