WP2_HUMAN CAPACITY BUILDING - International Relations Staff TRAINING GUIDELINES

INTRODUCTION:

The objective of this WP2 is to provide the staff of the partner countries' International Relations Offices with managerial expertise and specific skills and tools in several thematic areas related to the efficient administration of IROs and development of International Relations and International Cooperation policies and services. This will be achieved through 4 Training Modules prepared and delivered by EU HEIs staff members participating in the project.

This WP will finish with the development of a Manual on the Organisation and Management of IR structures. This material will take the form of a practical toolkit, and will be disseminated in the different workshop and conferences foreseen at national level in each partner country to maximise the impact of the project.

TRAININGS:

1st Training Module_Organisation and Management of International Relations Offices

Training content: it aims at studying different structures of an IRO and its functioning, possible services to students at University community, organisation of work and institutional implementation.

- Hosting University: NUUZ
- European experts: UNITO
- Dates: from 18th to 22nd November 2019.

Participants include:

- 2 participants (1 IR technician + 1 IR technician coordinator) from:
    - TUIT
    - KHOGU
    - IET
    - XJU
    - NPU
    - NWAFU
- 2 participants from the hosting institution
- 2 trainers from UNITO
- 5 free places to the local environment of the host institution: teaching staff, technical staff of local HEIs not directly involved in the project.

2nd Training Module_International Cooperation Agreements and Networks and Funding Opportunities

Training content: it will convey knowledge about networking and international networks and cooperation agreements as well as funding opportunities for cooperation programmes. It is an essential training for WP5 contents. It will comprise theory, practical advice on approaching networks, case studies and a presentation of a global map of networks. Topics will also include information on international cooperation and research programmes, domestic and international funds, practical training in project management and project appraisal, how to develop successful proposals.

- Hosting University: IET
- European experts: LAUREA
- Dates: from 16th to 20th September 2019.

Participants include:

- 2 participants (1 IR technician + 1 IR technician coordinator) from:
    - TUIT
    - NUUZ
    - KHOGU
    - XJU
    - NPU
    - NWAFU
- 2 participants from the hosting institution
- 2 trainers from LAUREA
- 5 free places to the local environment of the host institution: teaching staff, technical staff of local HEIs not directly involved in the project.

3rd Training Module_Academic teaching and research cooperation related tools, methodologies and best practices

Topics will include tools and methods for internationalisation and cooperation programmes management and development, best practices of knowledge transfer in teaching, learning and researching, management of joint publications, cooperation research projects, joint doctorates, networking practices and tools, recognition systems in joint curricula development projects, the use of IT technologies and database management for international cooperation purposes.

- Hosting University: NPU
- European experts: US
- Dates: from 16th to 20th December 2019.

Participants include:

- 2 participants (1 IR technician + 1 IR technician coordinator) from:
  - TUIT
  - KHOGU
  - IET
  - XJU
  - NUUZ
  - NWAFU
- 2 participants from the hosting institution
- 2 trainers from US
- 5 free places to the local environment of the host institution: teaching staff, technical staff of local HEIs not directly involved in the project.

4th Training Module_EU - Central Asia – China cooperation with special focus on Higher Education

This training includes topics such as cross-regional cooperation between EU – Central Asia – China (framework, programmes, priorities, initiatives, future prospects), role of the HE in cross-regional cooperation, links with socio-economic challenges in the regions involved – link with the new Silk Road, potentials and opportunities, research and innovation linked to the new Silk Road.

IMPORTANT REMARK: this module will be implemented in a collaborative way and every partner university will propose, prepare and deliver a part of the module focusing on a topic related to EU – Central Asia – China cooperation of a common interest.

Therefore, all partners will both deliver and receive this training module.

- Hosting University: UNITO
- European experts: all HEIs
- Dates: 3 working days / May 2020 (exact dates will be scheduled in the next weeks).

Workshop about the management of international mobility actions

This seminar will address topics such as the preparation of participants, the design of exchange frameworks and competence recognition, among others.

- Hosting University: UNITO
- European experts: INCOMA
- Dates: 2 working days / it will be carried out just after the 4th training module, May 2020 (exact dates will be scheduled in the next weeks).

Participants for both (4th Training + Workshop) include:

- 2 participants (1 IR technician + 1 IR technician coordinator) from:
  - TUIT
  - KHOGU

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- o IET
- o XJU
- o NUUZ
- o NWAFU
- o NPU
- 1 participant from each UE HEI:
  - o US
  - o UNITO
  - o LAUREA
- 1 expert from INCOMA
- 5 free places to the local environment of the host institution: teaching staff, technical staff of local HEIs not directly involved in the project.

* Important to note: 4th Training Module and the Workshop will be organised just after the Practical missions to LAUREA and UNITO.

PARTICIPANT'S PROFILE:

Therefore, the profile of the participants in all trainings is:

- IROs technical coordinators
- IROs technicians

EVIDENCES OF THE TRAINING:

The hosting partner **must send via e-mail to US and INCOMA a scanned copy of the following documents:**

- Certificate to each participant (signed and stamped by the hosting University);
- Evaluation Questionnaires filled in by the participants once the training is already finished;
- Attendance list of each day, signed by all participants (including the EU trainers);
- Photos of the training (is not necessary the scanned copy);
- A little article to upload in the website;
- Dissemination of the training (included in the dissemination matrix).

The trainers must produce **and sent to US and INCOMA:**

- Training minutes: a collection of the principal ideas developed during the training;
- Presentations and theorical and/or practical contents prepared by the trainers;
- Name, surname and professional profile of:
  - o Trainers
  - o Participants

TEMPLATES:

Templates for the hosting institutions:

- Annex 1.- Certificates
- Annex 2.- Evaluation Questionnaires
- Annex 3.- Attendance List

Templates for the trainers:

- Annex 4.- Training minutes
- Annex 5.- Participants' profile

CERTIFICATE OF ATTENDANCE

(PARTICIPANT NAME AND SURNAME), from (University name), has participated in the activity (activity name), implemented in (city, country) from (start date) to (end date).

The abovementioned activity was implemented within the framework of UNICAC (598340-EPP-1-2018-1-ES-EPPKA2-CBHE-JP), an initiative funded by the European Commission through the Erasmus+ programme, Key-Action 2, Capacity Building in the field of Higher Education, coordinated by the University of Seville and in which (university name) participates as a Consortium member.

(location), (date).

(stamp)

_____

(signature)

(Project manager or technical coordinator at _____)

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Annex 2.- Evaluation Questionnaire

QUESTIONNAIRE FOR THE EVALUATION OF TRAINING ACTIVITIES

ACTIVITY	
WP	
HOSTING PARTNER	
HOSTING COUNTRY	
DATE(S)	
PARTNER INSTITUTION	

Your opinion is important for us. Please take a few minutes to complete this short questionnaire about the activity in which you just took part within the framework of UNICAC, in order to help us improve future training activities. Thank you!

1. For each statement, please mark with an X the most appropriate answer according to your opinion.

Statement	1 Insufficient	2 Sufficient	3 Good	4 Very good
The overall organisation of the training period was				
The organisation of logistical and practical aspects was				
The agenda of the activity was				
The contents of the different sessions were				
The adaptation of training contents to my needs was				
The materials distributed were				
The improvement of my personal competences was				
The improvement of my technical competences was				

2. In your opinion, which were the main strengths and/or the most positive aspects of the activity?

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3. Which aspects should be improved in future activities according to your opinion?

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4. Which personal and/or technical competences do you feel you need to further improve/develop?

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5. Other comments, recommendations and/or suggestions for improvement.

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Thank you for your cooperation!

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Annex 3.- Attendance list

ATTENDANCE LIST

EVENT:

DATE:

PLACE:

INSTITUTION	PARTICIPANT NAME AND SURNAME	E-MAIL ADDRESS	SIGNATURE

Annex 4.- Training minutes

ACTIVITY/EVENT NAME
MINUTES

DATE(S): XXXX

PLACE: XXX

PARTICIPANTS: XXXX

DAY 1 - DATE

SESSION NAME

Session content

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque nec dignissim ipsum. Maecenas in tortor lorem. Ut sit amet tellus sit amet sem consequat sagittis. Vestibulum blandit est tellus, quis lacinia enim vestibulum sed. Nam vehicula, ante ac mollis tincidunt, lacus lacus mollis dui, eu facilisis erat ipsum at sem. Nunc finibus pulvinar ex. Proin commodo ornare ex, ac pharetra urna tincidunt eget.

DAY 2 - DATE

SESSION NAME

Session content

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Annex 5.- Participant's profile

PARTICIPANTS' PROFILE

Participants data in the Training (complete with the data and the name of the training)

Hosting University:

TRAINER's name and surname	Institution	Function	E-mail contact	Gender (M/F/na)

PARTICIPANT's name and surname	Institution	Function	E-mail contact	Gender (M/F/na)