WORKPACKAGE 1
WORKPLAN

Co-funded by the Erasmus+ Programme of the European Union
(1) GENERAL

Title of the project: INCLUSION – Development and Implementation of Social Dimension Strategies in Armenia and Bosnia and Herzegovina through Cross-regional Peer Learning

Project reference number: 574139-EPP-1-2016-1-AM-EPPKA2-CBHE-JP

WP type: PREPARATION

WP N: CAPACITY BUILDING

WP duration: Project start to July 2017 (10 mths)

WP Lead Partner: WUS AT, AUSTRIA

Partners involved: All partners: YSAFA, AUA UNISON, UNT, UNTZ, SMOC, WUS, KFUG, UCLL, UoR, ANSA, MoES, FMON, MLSA

(2) BACKGROUND

PREPARATION

WP1 • CAPACITY BUILDING

WP2 • GUIDELINES/MASTER PLANS & INSTITUTIONAL MECHANISMS

WP3 • DEVELOPMENT OF MECHANISMS FOSTERING ACCESS OF DISADVANTAGED GROUPS

WP4 • CAPACITY BUILDING RELATED TO THE HUMAN & PHYSICAL RESOURCES

WP5 • QUALITY CONTROL AND MONITORING

WP6 • DISSEMINATION

WP7 • SUSTAINABILITY

WP8 • MANAGEMENT
IN BRIEF

AIM:

- Assessment of status quo regarding the implementation of the Social Dimension (SD) in BiH and Armenia with focus on PCUs;
- Identification of entry points for the HE sector to enhance the implementation of the SD (i.e. access to/participation in and successful completion of HE for persons from underrepresented groups);
- Clear identification of underrepresented groups;
- Development of capacities for effectively addressing challenges related to the implementation of the SD in the partner countries.

DESCRIPTION:

Under the lead of WUS AT and with contributions from all partners, fact-finding will be conducted based on previously identified issues (the activities will also include NGOs dealing with SD issues in Armenia and BiH). The fact-finding will start with development of tools and methodology (survey for PCU staff, student survey, literature review, benchmarking) and feed into a set of guidelines for the countries on how to cascade down the national SD strategies (WP2). Tools are expected to be applied on a regular basis (every 3 years) to measure achievements and gaps. Feedback from EU partners and respective stakeholders will ensure validity throughout development stages. Prior to applying, tools will be piloted on a sample and a broader fact-finding process will be launched.

Data collected will be analyzed and, for verification purposes, a two-day-site-visit by EU partners to HEIs will be organized. The results will feed into two reports (Armenia and BiH).

Based on the fact-finding results and the specific training needs, a training kit for design and implementation of SD strategies will be developed, and a two-day training for the total of 40 HEI staff members and respective government representatives will be delivered in AUA. The WP will culminate in production of two reports – the QCM report and the lead partner report.

List of required documents/templates:

Fact-finding toolkit:

- PCU survey
- Compilation of raw data from PCU survey
- Student survey
- Compilation of raw data from student survey
- Annotated bibliography based on results from literature review
- Benchmarking tool
Training kit:

- Training concept and methodology
- Agenda for the workshop
- Training materials that reflect on the data generated and findings of the fact-finding phase

Fact-finding reports:

- 2 Report from site visits to BiH and Armenia (1 for BiH, 1 for Armenia)

Final reports on WP1

- Lead partner report on WP1
- QCM Report on WP1

### (4) ACTIVITIES AND DELIVERABLES

<table>
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<tr>
<th>ACTIVITY</th>
<th>DELIVERABLE/OUTPUT</th>
<th>INDICATOR OF PROGRESS</th>
<th>HOW TO MEASURE</th>
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<tbody>
<tr>
<td>1.1.1. Project team</td>
<td>1.1 Consolidated project team</td>
<td>The minutes of the meeting</td>
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<tr>
<td>1.2.1. Development of fact-finding tool kit</td>
<td>1.2 Fact-finding tool kit</td>
<td>Design of fact-finding and capacity building initiative</td>
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<td>1.2.2. Feedback of key stakeholders</td>
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<td>Fact-finding tool kit is approved</td>
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<td>Published tool kit for fact-finding</td>
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<td>Feedback from the EU partners and key stakeholders</td>
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<td>1.3.1. Pilot of fact-finding tools</td>
<td>1.3 Training kits</td>
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<td>1.4.1. Site visits</td>
<td>1.4 Trained staff</td>
<td>Site visits to Armenia and BiH with 4 persons in each team</td>
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<td>1.4.2. Training</td>
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<td>40 HE staff members trained</td>
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<td>1.5.1. Fact-finding reports</td>
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<td>Feedback on fact-finding reports on Armenia and BiH</td>
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### (5) TIMELINE

#### WP1

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(6) EVENTS

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<th>EVENT</th>
<th>VENUE</th>
<th>MONTH/YEAR/ NUMBER OF DAYS</th>
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<tr>
<td><strong>A.) SITE VISITS (1.4.1.)</strong></td>
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<td>UCLL to UNT</td>
<td>Travnik, UNT</td>
<td>May 2017/4 days</td>
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<td>UoR to AUA, YSAFA</td>
<td>Yerevan, AUA/YSAFA</td>
<td>May 2017/4 days</td>
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<td>WUS AT to UNTZ</td>
<td>Tuzla, UNTZ</td>
<td>April 2017/4 days</td>
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<td>Yerevan, AUA</td>
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(please note that the months are preliminary and can be shifted if justified)

1.4.1. Site visits to AM and BiH HEIs - YEREVAN/TRAVNIK/TUZLA - April/May 2017 - 4 days
1.4.2. Training for the fact-finding - YEREVAN - June 2017 - 4 days (coordination meeting - 1 - 8.3.1.)
2.1.1. Workshop for WP 2 - DIEPENBEEK - November 2017 - 4 days (coordination meeting - 2 - 8.3.1.)
2.3.1. Study visits for AM partners - LONDON - March 2018 - 7 days
2.3.1. Study visit for BiH partners - Diepenbeek - March 2018 - 7 days
2.4.1. 1st conference in BiH - TRAVNIK - April 2018 - 4 days
3.6.1. Training of the PCU staff - LONDON - July 2018 - 5 days (coordination meeting - 3 - 8.3.1.)
4.3.1. In-house trainings/workshops in Armenia - YEREVAN - November 2018 - 4 days
4.3.2. In-house trainings/workshops in BiH - TRAVNIK/TUZLA - November 2018 - 4 days each
5.3.1. Monitoring visit (by the LP and YSAFA) - YEREVAN/TRAVNIK/TUZLA - for three years
8.3.1. Coordination meeting - 5 - GRAZ - April 2019 - 4 days
6.7.1. 2nd and final dissemination conference - YEREVAN - September 2019 - 4 days (coordination meeting - 6 - 8.3.1.)
8.2.1. Kick-off meeting - YEREVAN - December 2016 - 4 days
# Role of Each Partner in the WP

## All partners
- Feedback to draft tools
- Piloting (small scale) and implementation of tools (filling in PCU questionnaire, collection of sources and documents for literature review, conduction of student survey, data analysis, testing of benchmarking checklist)
- Feedback on methodology for site visits
- Follow up on piloting of tools during site visits
- Feedback on draft training toolkit
- Participation in/contribution to training

## EU Partners

### WUS AT
- WP Coordination
- Draft of PCU questionnaire and finalisation based on feedback received from partners
- Feedback and contribution to other fact-finding tools
- Development of methodology for site visits
- Site visit to UNTZ
- Report from site visit
- Draft of training toolkit (with contributions from other partners)
- Contributions to training
- Draft of fact-finding report for BiH with inputs from UCLL

### UoR
- Draft of student survey and finalisation based on feedback received from partners
- Feedback and contribution to other fact-finding tools
- Development of methodology for site visits
- Site visit to YSAFA and AUA
- Report from site visit
- Contributions to training toolkit
- Contributions to training
- Draft of fact-finding report for Armenia

### KFU
- Coordination of literature review (technical – UoR)
- Finalisation of draft survey based on feedback received
- Feedback and contribution to other fact-finding tools
- Site visit to YSAFA and AUA
- Report from site visit
- Contributions to training toolkit
- Contributions to training

### UCLL
- Draft of benchmarking tool and finalisation based on feedback received from partners
- Finalisation of draft survey based on feedback received
- Feedback and contribution to other fact-finding tools
- Development of methodology for site visits
- Site visit to UNT
- Report from site visit
- Contributions to training toolkit
- Contributions to training
- Contributions to fact-finding report for BiH
"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

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