

International Staff Week

Strengthening partnerships through Erasmus cooperation projects

General information

International Staff Week Title	Strengthening partnerships through Erasmus cooperation projects
Abstract: (few lines describing the staff week that SEA-EU partners can use for dissemination)	<p>The first day, technical staff and lecturers as project managers will have some cultural activities as introduction</p> <p>The second day the technical staff and lecturers as project managers will have training sessions on CBHE projects.</p> <p>For the second part of the training staff week the technical staff and lecturers as project managers will work together and exchange experience and best practices on management of international cooperation projects dealing with some topics like lump sum scheme, monitoring, etc.as well as networking activities.</p> <p>The event will conclude with a wrap up session on lessons learnt from the experiences shared.</p>
Application deadline & registration form	<p>Information about the registration procedures and deadlines</p> <p>Applicants should fill in the application form by 19 February 2024.</p> <p>The list of selected applicants will be published on the 1st of March 2024</p>
Dates of the training staff week	3-7 June 2024
Number of participants	<p>Up to 2 participants from SEA-EU partners</p> <p>Other participants: 15 (ICM and other KA131 partners)</p>
Mobility costs	Participation is free of charge. Travel expenses and accommodation can be covered through the ERASMUS+ Staff Mobility.
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<p>Target group / Expected profile of participants</p>	<p>Profile: technical staff of the Universities managing Erasmus + cooperation projects and coordinators of projects.</p>
<p>Requirements</p>	<p>The program will be held in English. Actual experience on Erasmus projects will be taken into consideration while selecting.</p>
<p>Agenda</p>	<p>Day 1</p> <p>10.00-10.30 Registration</p> <p>10.30-11.00 Opening session</p> <p>11.00-13.00 Parallel session I SEA-EU alliance and other European partners. Cultural activities</p> <p>11.00-13.00 Parallel session II KA171 Partners Administrative procedures</p> <p>13.00 Free time</p> <p>Day 2</p> <p>9.00. -11.00 CBHE training 11.00-11.30 Coffee break 11.30-13.00 CBHE training 13.00-13.30. Networking lunch 13.30-15.00. CBHE Training</p> <p>Day 3</p> <p>9:00 –10.30 Session on project management t 10:30-11:00 Session on project management: round table by universities 11.00-11.30 Coffee break 11:30-13:00 Speed dating (introductions of universities, and working out on suggested topics) Presentation of ideas of proposals by groups 13.00-14.00 Networking Lunch 14.00-15.00 Presentation of ideas of proposals by groups 15:00 – Wrap up second day</p> <p>19:00 – Social event (20:00)</p>

	<p>Day 4</p> <p>9:00 - 10:00 - Training Experience managing CBHE 10:00 –11:00 – Lump sum model - Monitoring methodologies from your own experience. 11.00-11.30 Coffee break 11:30 - 13:00 Communication Plan 13.00-14.00 Networking lunch</p> <p>Day 5</p> <p>9:00-10:30 - Participant’s presentation “exchange of CBHE experiences: problems faced, solutions given, improvements suggested” 10.30-11.00 Wrap up session 11.00-11.30 Coffee break 11.30-12.30 Closing ceremony</p>
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Practical information

Accommodation		Regarding accommodation, please, check this webpage where you can find some useful information: https://internacional.uca.es/plan-your-trip-to-cadiz/
Address of the course		The address of the course will be updated and participants informed once defined.

<p>How to join the staff week</p> <p>The organisers of the staff week invite you to fill in the following form, until 19 February 2024, if you are interested in joining in: https://forms.gle/XQvYwPWZyZ7J1Gk99</p> <p>The applicants selected will be informed on the 1st of March 2024</p> <p>Please contact the people in charge of mobility within your own institution to apply for an Erasmus mobility grant</p>
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