



DELIVERABLE REPORT

WP1 - Design and preparation of
WEN4SDV2 Master

D1.1 - Establishment of Local Working
Groups and Action Plan

ABSTRACT

This deliverable provides a report on the activities carried out in Work Package 1, Task 1.1, titled "Establishment of Local Working Groups and Action Plan (Kick-off Meeting)."

Author

Universitat
Politècnica de
València
(UPV)



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Draft v0.2	01/11/2023	UPV, CNAM, UNIVGB	Review
Final v1.0	15/01/2024	Elías Hurtado (UPV)	Last version, updated after review

Partners INCLUDED:

1. Universitat Politècnica de València (Valencia, Spain) (UPV).
2. University of Gabes (Gabes, Tunisia) (UNIVGB).
3. Conservatoire National des Arts et Métiers (Paris, France) (CNAM).

INPUT DOCUMENTS: Grant Agreement, E1.1 KICK-OFF MEETING, E1.2. Workshop Identification of Needs.

OUTPUT DOCUMENTS/MATERIALS: D1.1: Establishment of local working groups and action plan.

Approved by: Elías Hurtado Pérez, WP1 Leader

Date of approval: 15/01/2024

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Executive Summary

The following document, titled "D1.1 – Establishment of Local Working Groups and Action Plan," serves as a deliverable for the development of the master program for the project "Design of Water Energy Nexus for Sustainable Development Master Programme (WEN4SDV2)." It is specifically focused on Task 1.1, which involves the establishment of local working groups and the formulation of an action plan.

The primary objective of this deliverable is to outline the composition of the local working groups, assigning responsible entities to each task, and presenting the action plan. It draws upon the main agreements specified in the Grant Agreement document, as well as decisions made during the E1.1 Kick-off meeting and E1.2 Workshop on Identification of Needs.

1. Introduction

1.1 Overview

The main objective of WP1 is to design and prepare the WEN4SDV2 Master program, with the following specific objectives:

Specific Objective 1: Define a standardized procedure for student admission requirements and applications through the master's Program Registration Guideline. This includes establishing selection criteria, monitoring processes, performance examinations, and evaluation rules. The master's program Registration Guideline provides a comprehensive outline of the admission procedure for the proposed master's program.

Specific Objective 2: Establish the joint program and develop the study plan. This involves creating an overview of integrated courses, activities, and training. The joint master's program being developed will adhere to the Standards for Quality Assurance of Joint Programs in the European Higher Education Area.

Specific Objective 3: Define a joint degree policy. The three institutions involved will formulate a framework based on European quality standards for higher education and training. This framework will outline the joint administrative and economic management by the consortium. Additionally, a joint promotion and awareness-raising strategy will be developed, along with identifying common services to be offered to students, such as language courses and visa support.

Specific Objective 4: Prepare drafts of the partnership agreement involving the three Higher Education Institutions (HEIs) and the joint Student Agreement. The partnership agreement will cover all academic, operational, administrative, and financial aspects related to the implementation of the joint master's program.

1.2 Structure

This document presents the outcomes of Task 1, which focuses on the establishment of local working groups and the action plan. The structure of the document is as follows:

1. **Roles and Responsibilities of All Partners:** This section outlines the specific roles and responsibilities assigned to each partner involved in the project. It provides a clear understanding of the tasks and contributions expected from each partner throughout the project implementation.
2. **Detailed Action Plan:** The detailed action plan outlines the step-by-step activities and milestones that need to be accomplished to achieve the project's objectives. It provides a timeline, assigns responsibilities, and identifies the resources required for each task. The action plan serves as a roadmap for the project's progress and ensures that all activities are coordinated and completed within the specified timeframes.
3. **Agreement on Financial Allocations and Management of the Grant Allocation:** This

section addresses the financial aspects of the project. It includes an agreement on how the grant allocation will be managed, distributed, and utilized by the project partners. It outlines the financial responsibilities and procedures for budgeting, reporting, and monitoring the project's financial resources.

4. Identification of Institutional and Support Services: In this section, the document identifies the institutional and support services that will be involved in the project. It specifies the resources and facilities provided by each institution to support the project's activities. This includes administrative support, technical services, infrastructure, and any additional resources required for the successful implementation of the project.

Overall, this document provides a comprehensive overview of the roles and responsibilities of partners, a detailed action plan, agreements on economic management, and the identification of institutional and support services for the project.

2. Roles and responsibilities of all partners

During the E1.1. Kick-off meeting, which took place online on 03/02/2023, the local working groups were established. Figure 1 provides the details of the members, including their institution, role within the project, and institutional email addresses. The purpose of forming these working groups is to ensure effective collaboration and coordination among the project members. The information presented in Figure 1 serves as a reference for contact and communication purposes throughout the project.

Contact List WEN4SDV2

	Name	Institution	Role	Email address	Phone
1	Eliás Hurtado Pérez	UPV	Senior expert	ejhurtado@die.upv.es	34963877594
2	Ángel Pérez Navarro	UPV	Senior expert	anavarro@ie.upv.es	34659618322
3	David Alfonso Solar	UPV	Technical personnel	daalso@die.upv.es	34963877000
4	Carlos Vargas Salgado	UPV	Technical personnel	carvarsa@upvnet.upv.es	34963877000
5	Paula Bastida Molina	UPV	Technical personnel	paubasmo@etsid.upv.es	34963877000
	Tatiana Ruiz Pilato	UPV	Technical personnel	taruipi@etsid.upv.es	34963877594
6	Belén Prieto Gonzalez	UPV	Administrative personnel	carvarsa@upvnet.upv.es	34645365284
	Christophe Marvillet	CNAM	Senior expert	christophe.marvillet@lecnam.net	33(0)659172889
8	Mothanna Salama	CNAM	Technical personnel (urbanisation)	mothanna.salama@lecnam.net	
9	Hama Moutari	CNAM	Technical personnel (technology)	h.moutari@yahoo.fr	
10	Magali Pacaud	CNAM	Administrative personnel	magali.pacaud@lecnam.net	
11	Yassine Ben Salem	GABÈS	Senior expert	yassine.bensalem@enig.u-gabes.tn	21699418786
12	Fatma Wassar	GABÈS	Technical personnel	fatmawassar@yahoo.fr	
13	Messaoud Amairi	GABÈS	Technical personnel	amairi.messaoud@univgb.tn	
14	Nihel Chekir	GABÈS	Technical personnel	chekir.nihel@gmail.com	
15	Rachid Boukchina	GABÈS	Technical personnel	rachidboukchina@gmail.com	

ACUDEN MEETING 11



UNIVERSITAT
POLITÈCNICA
DE VALÈNCIA

le cnam
Conservatoire national
des arts et métiers

UNIVERSITÉ DE GABÈS
University of Gabès
جامعة قابس

Figure 1. Contact list WEN4SD.

During the E1.2. Workshop Identification of Needs, the partners collectively determined the primary responsible entity for each deliverable, as well as the contributors involved. The file “minutes” of the meeting documented this information, which is presented in Figure 2. The allocation of responsibilities ensures that each deliverable has a designated lead entity and contributors who will contribute to its development and completion. This helps to establish clear accountability and facilitate the smooth progress of the project.

Deliverable no	Deliverable name
D1.1	Establishment of local working groups and action plan LEADER: UPV CONTRIBUTORS: ALL
D1.2	Workshop Identification of needs LEADER: UNIVGB CONTRIBUTORS: ALL
D2.1	Training on Joint Master programme LEADER: UNIVGB CONTRIBUTORS: ALL
D2.2	Training on administrative/financial management of Joint Master LEADER: UNIVGB CONTRIBUTORS: ALL
D3.1	Development of the structure of the educational programme LEADER: CNAM CONTRIBUTORS: ALL
D3.2	Development of joint procedures and services LEADER: UPV CONTRIBUTORS: ALL
D4.1	On-line training on European Higher Education system LEADER: CNAM CONTRIBUTORS: ALL
D4.2	Accreditation process launching LEADER: UPV CONTRIBUTORS: ALL

Figure 1. Main responsible entity and contributors for each derivable.

3. Detailed action plan

The detailed action plan for the master's program development is outlined in Table 1 to Table 3. These tables provide a comprehensive overview of the tasks, deliverables, and events associated with the project. The action plan outlines the sequence of activities and their respective timelines, allowing for effective project management and progress tracking. By following this plan, the project team can ensure the timely completion of tasks and deliverables, as well as the successful organization of events critical to the development of the master's Program.

Table 1. Tasks.

	Task no	Task name	Description	Participants		Initial and final dates
				Name	Role	
Task 1. Horizon analysis and identification of needs.	T1.1	Establishment of local working groups and action plan (kick-off meeting)	<ul style="list-style-type: none"> - Roles and responsibilities of all partners. - Detailed action plan. - Establishment of recognition criteria, quality assurance, impact, and sustainability guidelines of the program. - Agreement on financial allocations and management of the grant allocation. - Identification of institutional services and support services. 	Team project members	COO, AP CO (coordinator) AP (additional partners)	1 st November 2022 to 28 th February 2023
	T1.2	Workshop Identification of needs for a master program about topics related to sustainable development	<ul style="list-style-type: none"> - Precisely define the current needs - Adjust the planned activities to latest developments, - Up-to-date needs analysis with potentially new or changed policies. - Maximize quality, while minimizing resources. 		CO, AP	1 st November 2022 to 31 st March 2023

Task 2. Enhancement of the staff capacities	T2.1	Training on Joint Master program	Training and capacity building sessions will be developed to train team members that have the required expertise to implement the joint master program.	All team members	CO, AP	1 st February 2023 to 30 th April 2023
	T2.2	Training on administrative/financial management of Joint Master	Training and capacity-building sessions will be developed to train administrative team members that will have the required expertise to manage the joint master program.	Administrative team members	COO, AP	1 st March 2023 to 30 th April 2023
Task 3. Design of the Master curricula.	T3.1	Development of the structure of the educational program	Team members will meet to develop the structure of the educational program.	Technical team members	COO, AP	1 st May 2023 to 31 st July 2023
	T3.2	Development of joint procedures and services	Team members will meet to develop the joint procedures and services for joint master.	Administrative team members	COO, AP	1 st August 2023 to 31 st October 2023

T4.2	T4.1	On-line training on European Higher Education system	Training and capacity-building sessions will be developed to entertain team members that will have the required expertise on the European Higher Education system.	All team members	COO, AP	1 st November 2023 to 30 th November 2023
	T4.2	Accreditation process launch	Team members will launch the accreditation process of joint master.	All team members	COO, AP	1 st December 2023 to 31 st January 2024

Table 2. Deliverables.

Deliverable no	Deliverable name	Lead beneficiary	Type	Dissemination Level	Due date	Description (Including responsible, format and language)
D1.1	Establishment of local working groups and action plan	Team project members	Report Data Management Plan	PU	28 th February 2023	Responsible: UPV Format: Printed and electronic Language: English
D1.2	Workshop Identification of needs	Team project members	Report	PU	31 st March 2023	Responsible: UNIVGB Format: Printed and electronic Language: English
D2.1	Training on Joint Master program	Team project members	Report	SEN	30 th April 2023	Responsible: UNIVGB Format: Printed and electronic Language: English
D2.2	Training on administrative/financial management of Joint Master	Team project members	Report	SEN	30 th April 2023	Responsible: UNIVGB Format: Printed and electronic Language: English

D3.1	Development of the structure of the educational program	Team project members	Report Data Management Plan	SEN	30 th November 2023	Responsible: CNAM Format: Printed and electronic Language: English
D3.2	Development of joint procedures and services	Team project members	Report Data Management Plan	SEN	30 th November 2023	Responsible: UPV Format: Printed and electronic Language: English
D4.1	On-line training on European Higher Education system	Team project members	Report	SEN	30 th November 2023	Responsible: CNAM Format: Printed and electronic Language: English
D4.2	Accreditation process launching		Report	SEN	31 st December 2023	Responsible: UPV Format: Printed and electronic Language: English

Table 3. Events.

Event no	Event name	Participant	Type	Area	Location	Duration (days)	Total	Timing
E1.1	Kick-off meeting	All project team members	Meeting		Online	2	15	December 2023
E1.2	Workshop Identification of needs	Technical members team+ senior experts	Workshop	Sustainable development competences need	Online	2	25	February 2023
E2.1	Training on Joint Master program	Technical members team	Training	Joint Master program need	Valencia	3	9	April 2023
E2.2	Training on administrative/financial management of Joint Master	Administrative & technical members team	Training	Administrative /Financial management of Joint Master program	Valencia	3	9	April 2023

E3.1	Development of the structure of the educational program	Technical members team+ senior experts	Workshop	Development of the structure of the joint master program	Online	3	9	June 2023
E3.2	Development of joint procedures and services	Administrative members team	Workshop	Development of joint procedures and services	Gabes (Tunisia)	3	12	October 2023
E4.1	On-line training on European Higher Education system	All project team members	Workshop	European Higher Education system	Online	2	15	November 2023

In addition to the project management tools, two online tools, Microsoft Teams, and Doodle, have been selected for the project.

Microsoft Teams has been chosen as the primary platform for collaboration and information sharing among all project entities. A dedicated Microsoft Teams group has been created, which includes all project members. This platform enables interactive work cooperation, allowing team members to communicate, share documents, and collaborate on project tasks. Additionally, all online meetings related to the project will be conducted through Microsoft Teams, providing a centralized and efficient communication channel for all participants.

Doodle, however, was selected as an online scheduling tool. It allows project members to coordinate and find suitable meeting times by creating and sharing polls. This tool simplifies the process of scheduling meetings, ensuring that all participants can provide their availability and select the most convenient meeting time.

By utilizing these online tools, the project aims to enhance communication, streamline collaboration, and facilitate efficient scheduling and coordination among project entities.

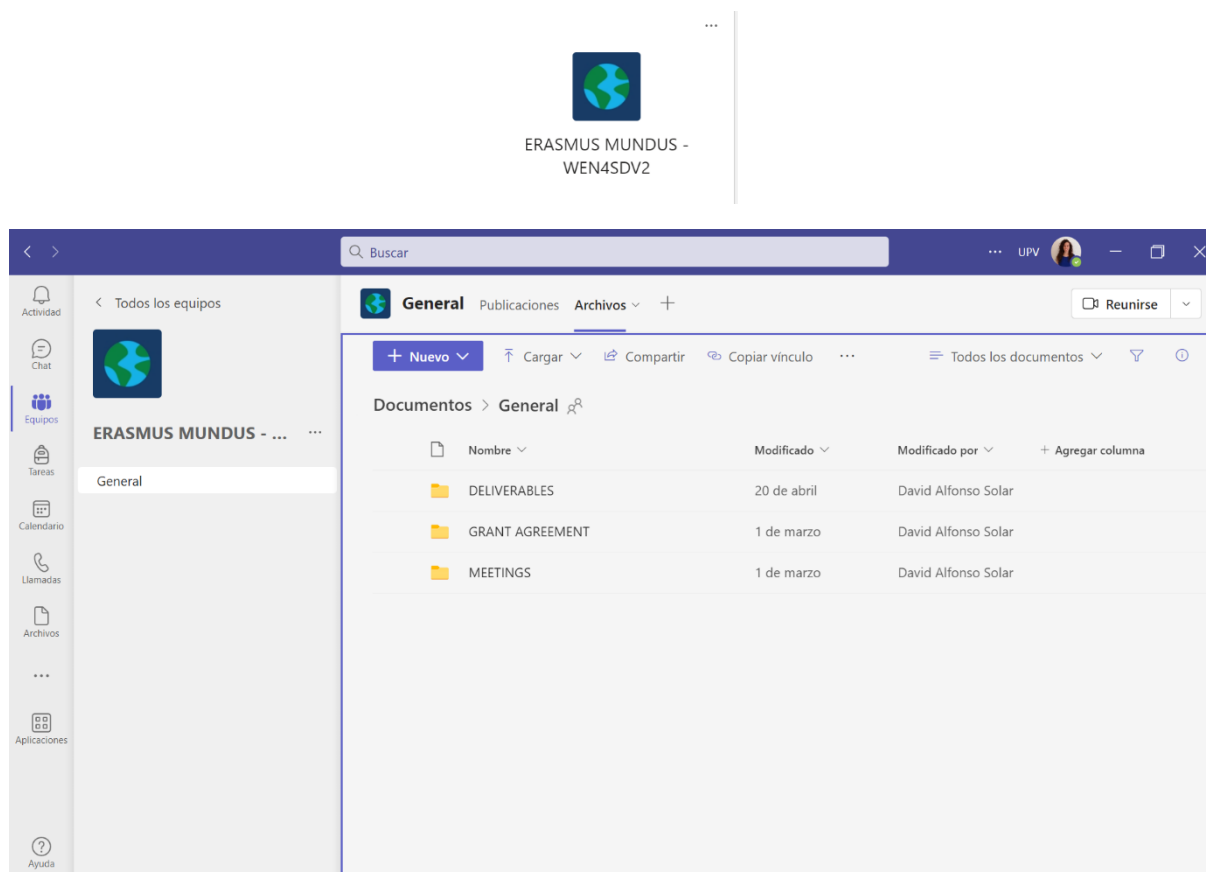


Figure 2. Microsoft Teams group.

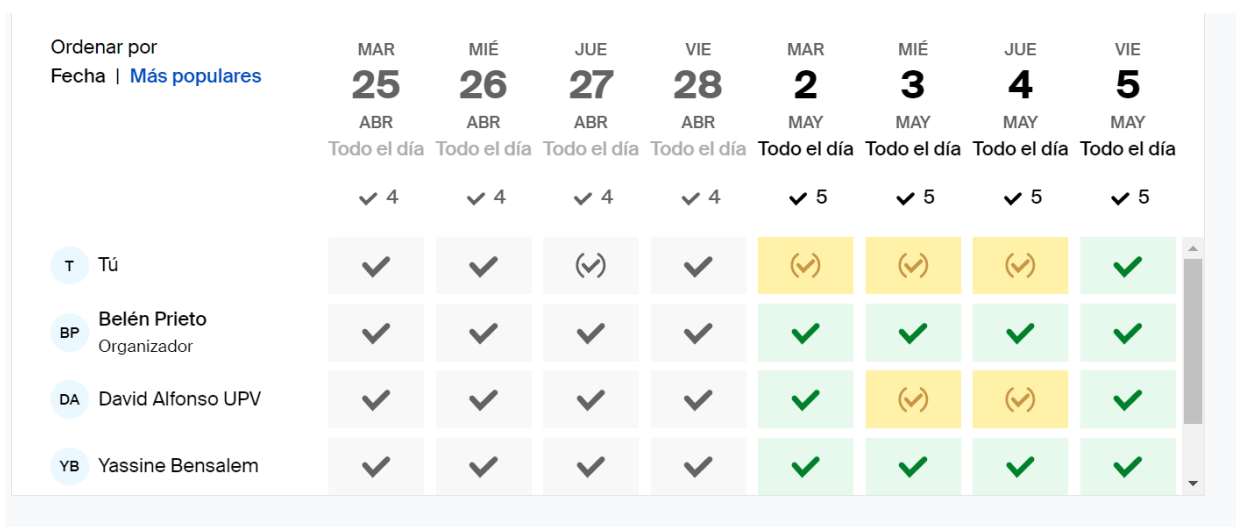


Figure 3. Doodle tool.

4. Agreement on financial allocation and management of the grant allocation

The final budget, as accepted in Annex V of the Grant Agreement, is depicted in Figure 5.



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Annex V – BUDGET

	UPV	CNAM	UNIVGB	TOTAL
Staff	10.756,00	6.000,00	6.000,00	22.756,00
Travel	7.701,00	11.133,00	11.910,00	30.744,00
Consumables	500,00	500,00	500,00	1.500,00
TOTAL	18.957,00	17.633,00	18.410,00	55.000,00

Figure 4. Accepted budget for the project.

5. Identification of financial and support services

The main financial and support services have been identified at the Universitat Politècnica de València, as it serves as the coordinator of this project. The UPV has already conducted initial meetings with these entities to address inquiries and provide information about the master's Program.

Office of International Affairs, UPV

Description: The Office of International Affairs is a division of the Vice-rectorate for Internationalization and Communication at the Universitat Politècnica de València (UPV). Its main objective is to coordinate, promote, and support the university's international presence through postgraduate and academic collaboration programs with foreign institutions, and academic cooperation projects.

Level of application:

The whole UPV.

General contact:

oai@upvnet.upv.es

+34 963877832

Personal contact:

Carlos Jiménez Rico

cjimenez@upv.es

Telephone +34 96 387 70 00 (Extension:88323)

International Relations Sub-Directorate from Higher Technical School of Industrial Engineering (ETSII) from UPV

The International Relations Department of ETSII is responsible for promoting, managing, and facilitating student, faculty, and administrative mobility at ETSII through various national and international exchange programs such as Erasmus+, Euromovex, PROMOE, Sicue-Séneca, APICID, and others.

This department handles bilateral agreements with renowned universities in the European Union, USA, Latin America, Japan, and other regions, and actively participates in various forums and networks of international institutions.

Application Level: The Higher Technical School of Industrial Engineering (ETSII). This will be the Higher Technical School at UPV where the master's program could be implemented.

Personal contact:**Deputy Director of International Relations**

Javier Sanchis Sáez

internacional@etsii.upv.es

Tlf: +34 963877000 (Ext.:71720)

International Relations Technician

Arantxa Querol Monforte

arquemon@upvnet.upv.es

Tlf: +34 963877000 (Ext.:71714)

Head of Studies (ETSII) from UPV

Main tasks within ETSII-UPV:

- Coordinate, analyze, review, and update the map of degrees and curricula of ETSII, aligning them with technological advancements, labor market demands, and societal needs (Quality and accreditation).
- Develop, promote, and establish high-quality, comprehensive, and impactful educational models that are responsive to the requirements of the social and industrial environment, leveraging the potential of technological advancements.
- Coordinate the process of credit adaptation and recognition.
- Manage relationships with the Faculty, Centers, and Departments.
- Collaborate with the administrative and service staff (PAS) in formal and regulatory procedures related to students and faculty.
- Define and implement a training plan for the administrative and service staff (PAS).
- Develop and monitor the Teaching Assignment Plan (POD) for the school.
- Facilitate the recognition of credits and ensure the smooth continuation of studies.
- Manage dispensation and mistral requests.

Application Level: Higher Technical School of Industrial Engineering (ETSII). This will be the Higher Technical School at UPV where the master's program could be implemented.

Personal contact:

María del Mar Eva Alemany Díaz

estudios@etsii.upv.es

Tlf: +34 963877000 (Ext.:76868)