

WP3 Training



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WP3 administrative training

- In the framework of *WP3 Vertical capacity building action: from Europe to Libya*, training sessions were delivered by the European IBTIKAR partners to the 11 Libyan universities engaged in the project, for academics and administrative staff.
- We would like to organize an additional tailored training targeting administrative staff, and all the staff members who cover positions of support to researchers and the institutional research capacity.
- In continuity with the Horizontal skills training week in Tunis.
- The training aims to develop additional competences that can support the development of high quality research in Libyan universities, engage in international collaborations and give the correct visibility to what is produced and offered by the university.

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Rationale

- Despite the crucial role of academics and researchers in developing innovative research, the role of the administrative staff in universities is as well relevant and essential for international collaboration, joint research projects, fundraising, and in general to grant support to institutions in the path towards high-quality research.
- It is important to recognize how the key role of the administrative body in the management of internationalization activities, and as a consequence, in all the research activities which involve international parties, will guarantee a solid basis to the institutional strategy and a reliable expertise over time.

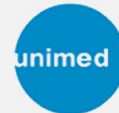


Activities performed

- Task 3.1 - Horizontal skills training for all: Academic and Administrative staff. Training week in Tunis, November 2022.
- Among the +80 staff trained, 4 were employees of the university's offices, and +25 academics who also cover administrative positions.
- Online training for Academic and Administrative staff. Two online courses were developed and delivered: English language, Digital tools for research.
- About 20 administrative staff members were enrolled in the IBTIKAR online courses.



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Administrative training

Task 3.3 - Advanced Thematic skills training for Administrative staff

Target

- Administrative staff supporting research activities.
- Employees of the International Relation Office.
- Staff at the newly established TTO.

Minimum requirement: a good level of English knowledge.



Administrative training

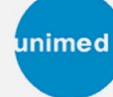
Task 3.3 - Advanced Thematic skills training for Administrative staff

Proposed Topics

- Communication, intended as the ability of the institution to be attractive, to give visibility to the educational offer, the research outcomes and the achievements. Examples are: updating of the institutional website, available in Arabic and English. Capacity to write institutional news. Making visible which are the main offices, in charge of which tasks, and the main contacts. Push attractiveness.
- Funding programs. Common obstacles to getting financed. Proposal writing 2.0.
- Support to project management: project management and monitoring tools (project log, Gantt, repository of documents, collaborative work, etc).
- Lump sum and financial management.
- Webinar APRE, the Italian Agency for the Promotion of European Research.



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Administrative training

Task 3.3 - Advanced Thematic skills training for Administrative staff

Training Plan

We imagine having a fixed appointment every week / every other week, at the same time, so as to facilitate participation and establish a training flow.

Certificate of attendance

We will deliver a Certificate of Attendance.

Criteria of assessment to be established.



Extra activities for both Academics and Administrative staff

Series of webinars

In the framework of the RAISD project (<https://raisd-h2020.eu/>) a series of webinars were held. Some of these webinars are coherent with the IBTIKAR objectives and we would like to take advantage of these lectures.

- Participatory Approach and Inclusive Communication skills
- Applying Responsible Research and Innovation (RRI) Principles
- Adaptation to Covid-19: Creative Commons (CC), Open Educational Resources (OER) and Practical Online Teaching with Technology

Our idea is to ask participants to watch the webinars and then schedule synchronous sessions to comment on how to apply these principles in the Libyan context.

Ambassadors for the online Horizontal training courses

We would like to encourage each university to nominate 1-2 **Ambassadors** among those who completed the course / courses, who can provide support and guidance to the colleagues willing to do the training. As you know, the course participation has been very low, while we strongly believe that the resources made available are of high quality and of great value. To encourage participants we intend to **deliver a certificate of completion for each course**.

Criteria for delivering the certificates would be:

- English course: at least 50% of the activities completed. The % of activities completed will be indicated in each certificate, so those willing to do 80%, 90% or even 100% of activities will have this recognized in the certificate.
- Digital tools: at least 80% of the resources consulted, plus the completion of a self-assessment test to measure the new acquired competences.

