



Governance Structure for Project Implementation, Communication and Quality Assurance for Improving Healthcare Outcomes in Chronic Disease –Enhancing the Curriculum at Masters Level (IHOD) Erasmus+ Project:

Progress Update

13th March, 2019

Introduction

This is a brief overview of the various activities and work-packages (WP) of the IHOD project. It is intended to provide a clear distribution of roles between programme countries (UCD, UNIPV, UPV, LUHS) and partner countries (MSMU, DVFU, KAZ, SIB, TMA, BUK, HAN,TNU). The current governance structure of the IHOD project is well described in the work project plan, however it is important that clear roles and responsibilities in relation to project plan and work packages is made more accessible and more visible as well as highlighting the channels for effective communication of project activities. To enhance stakeholder engagement and ensure quality assurance measures are implemented and activities are monitored on a regular basis – each programme country has agreed to take responsibility for a discrete work package as well as contributing to the whole project in terms of related teaching and learning activities. Please see Figure 1 hereunder.

It is also helpful to outline the anticipated membership and indicative roles and responsibilities of the various aspects of the governance structures. These are outlined in Figure 1.

Responsibility of Project Coordinator, Project Manager and Lead University (UCD)

- Work package 1 – Outputs 1.1,1.2,1.3,1.4,1.5,1.6,1.7,1.8,1.9,1.10,1.11
- Work package 5 – Outputs 5,1,5.2,5.3,5.4
- Oversight of all other Work packages 2, 3, and 4 by working closely with the work package leaders
- Financial accountability and expense record keeping
- Payment of funds, invoices, POs, purchasing of equipment, payment and setting up of website
- Collate and keep UCD and EU requests for supporting evidence of activities and documentation (timesheets, individual reports, *per diems* etc.)
- Organisation of Project Team and Steering Committee meetings
- Provide Regular budget updates
- Provide interim report to EU
- Provide agreed schedule with all HEIs for activities 1.9. (4 one-week training courses in EU) and 1.10 (4 one week train the trainers courses in each partner HEI)
- Agree collaborative delivery of 12 agreed modules
- Ensure effective and timely project management
- Maintain regular contact with all stakeholders to ensure ownership and engagement with the project
- Develop a strategy for the creation of synergy between members of the project team and between partners based on a series of workshops
- Provide response to EU monitoring visits as appropriate.



Outline of Responsibility of Work Package Leaders

- Two members of the project team agree to work in partnership and take responsibility for oversight, implementation and monitoring of their particular work package.
- Ensure delivery of each of the stated outputs in relation to their specific work package.
- Liaise with other work package leaders to enhance communication and avoid duplication of work for Local Operational Committee meetings.
- In consultation with the 8 partner HEIs, design an agreed meeting/tele-conference schedule for the forthcoming year until May 2020. Where simultaneous visits/teleconferences are scheduled – please liaise with the relevant work package leader and strategically combine the activities within the one meeting/teleconference and ensure the Project Manager is kept apprised at all times.
- Hold regular meetings/teleconference/communication with the Local Operational Committee in relation to development and implementation and monitoring of the specified project outputs.
- Arrange regular communication meetings directly with the relevant local representative of the project team.
- Communicate directly with the Project Manager in relation to planned teaching and learning activities to enable timely arrangements to be made in relation to personnel, visas, flights and venues etc.
- Secure local input from the Local Operational Committee for the organization of teaching and learning activities in terms of venues, transport, accommodation and certification.
- Provide regular (2 monthly) written progress reports to the Project Manager.
- Attend/teleconference meeting as a member of the project team.
- Attend/teleconference Project Steering Committee Meetings.

Please note that it is a requirement to keep minutes of relevant meetings and action plans

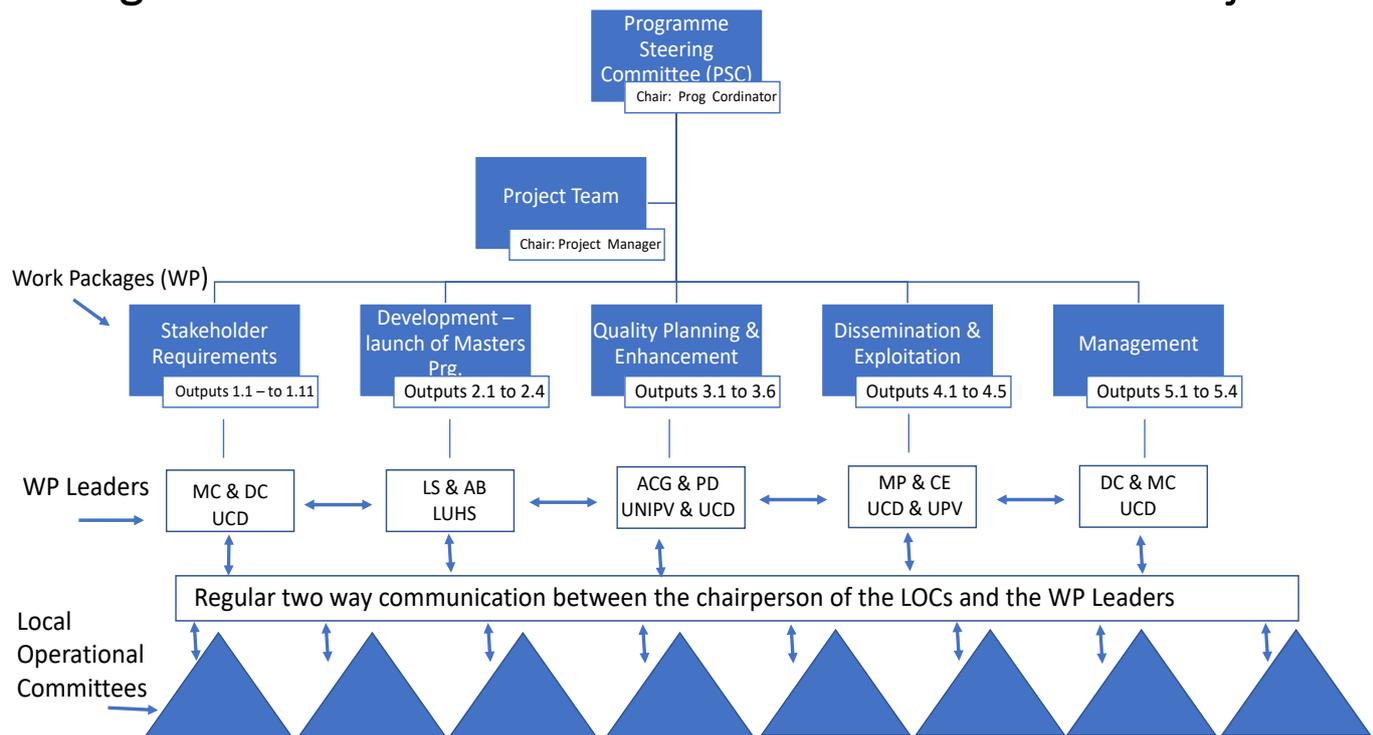
Membership of Governance Structure: Project Steering Committee (PSC)

- Project Co-Ordinator (Chair)
- Project Manager
- Members of the Project Team (UCD, UNIPV, UPV, LUHS) and a local representative from (MSMU, DVFU, KAZ, SIB, TMA, BUK, HAN, TNU)
- One senior representative from (MSMU, DVFU, KAZ, SIB, TMA, BUK, HAN, TNU)
- Administrator
- Budget person
- Total Approx. = 24

Minutes of these meetings and action plans have already been circulated



Figure 1 Governance Structure of IHOD Erasmus + Project



Membership of Governance Structure: Local Operational Committee (LOC)

- Local Nominated Educational Lead Person (Chair)
- Relevant educational personnel such as Programme Director, Module Co-ordinators, Lecturers, non-academic staff as appropriate, student representative, skills laboratory, educational technologist.
- Total Membership Approx. = 6- 8 people (mindful of gender equality)
Please note that it is a requirement to keep minutes of these meetings and action plans