IHOD

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 progress to date on the various activities and work-packages (WP) of the IHOD project. It is intended both as an update and 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 appraised 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.

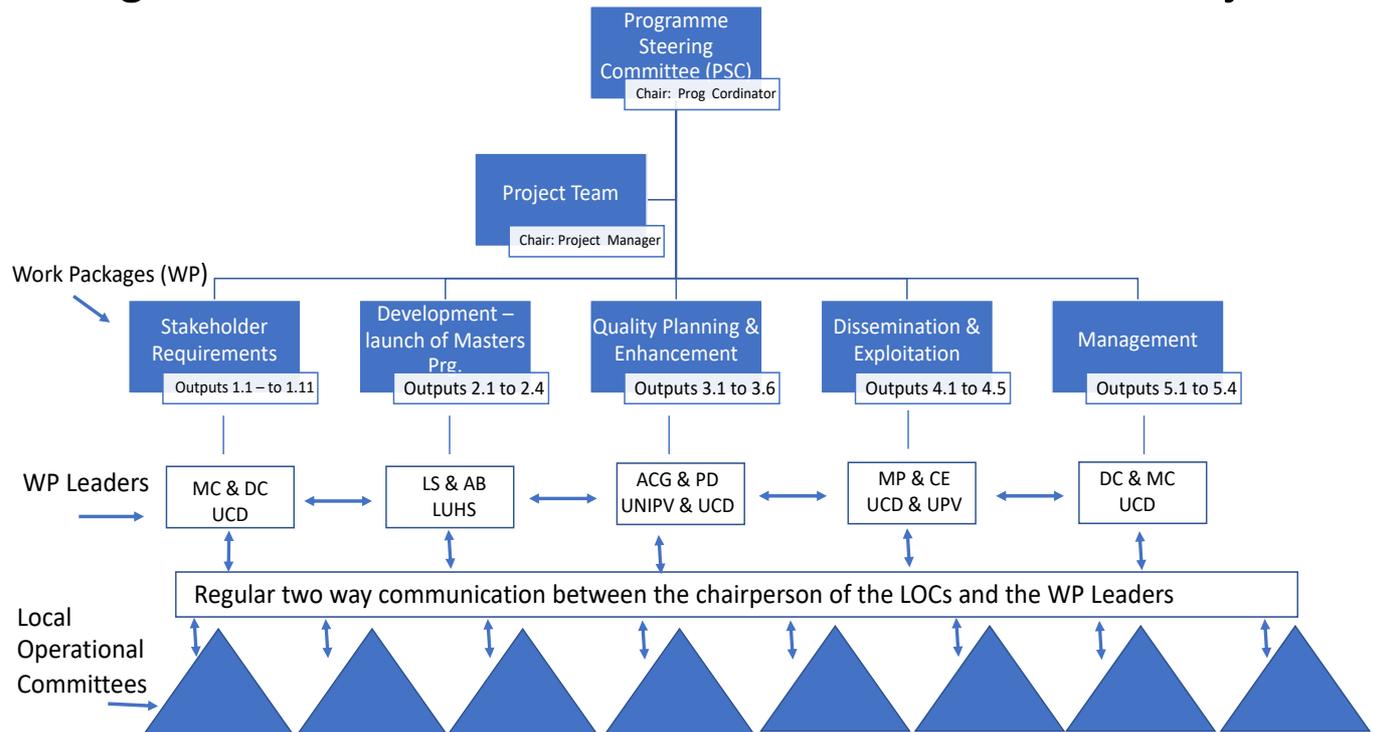Please note that it is a requirement to keep minutes of relevant meetings and action plans

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

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                          Programme Steering Committee (PSC)
                          Chair: Prog Cordinator

                                  Project Team
                                  Chair: Project Manager

Work Packages (WP)

  Stakeholder          Development –        Quality Planning &    Dissemination &      Management
  Requirements         launch of Masters    Enhancement          Exploitation
                       Prg.
  Outputs 1.1 – to 1.11  Outputs 2.1 to 2.4  Outputs 3.1 to 3.6   Outputs 4.1 to 4.5   Outputs 5.1 to 5.4

WP Leaders

  MC & DC  ↔  LS & AB  ↔  ACG & PD   ↔  MP & CE    ↔  DC & MC
  UCD         LUHS        UNIPV & UCD    UCD & UPV     UCD

  Regular two way communication between the chairperson of the LOCs and the WP Leaders

Local
Operational
Committees     ▲  ▲  ▲  ▲  ▲  ▲  ▲  ▲
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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

Work Plan and Progress as outlined in detail in the Project Descriptor

TITLE OF WORKPACKAGE	Responsible Person(s)	Progress:
WP1 Part 1: "Stakeholder requirements" Output 1.1: (3 activities) Analysis of international requirements and study tour. **Due date Year 1 Month 4**	MC & DC	**Completed (Year 1 – Month 10).**
Output 1.2: (3 activities) Analysis of stakeholder requirements. **Due date Year 1 Month 4**	MC & DC	**Completed (Year 1 Month 10).**
Output 1.3: (3 activities) Gap analysis of current programs. **Due date Year 1 Month 4**	MC & DC	**Completed (Year 1 – Month 10).**
Output 1.4: (2 activities) Stakeholder approval of programme requirements. **Due date Year 1 Month 6**	MC & DC	The approach and specifications for the masters programme are defined. Stakeholder conference is conducted. Proposals are agreed by stakeholder conference. Report produced and distributed. **Completed (Year 1 – Month 10) in Kaunas**
WP1 Part 2: "Program development" Output 1.5: (4 activities) Agreement on collaborative delivery and 12 agreed module curricula. **Due date Year 1 Month 2**	MC & DC	Team building workshops in each partner HEI overcome barriers to cooperation, leading to an agreement between partners on the collaborative delivery and joint recognition. Team visits took place In Kazan, Uzbekistan, Vladivostok, Moscow and Tomsk. For each module, curricula with clear aims and indicative learning outcomes are developed. Feed-back from stakeholders is collated, before approval by Project team. Taking place in (Y2 -M6) March 2019.
Output 1.6 (6 activities) 12 Modular short courses **Due date Year 2 Month 6**	MC & DC	On schedule as the curriculum content will be distributed end of March 2019. Delayed due to project management personnel issues and one module descriptor not submitted by one partner HEI.
Output 1.7 (3 activities) Masters' program launched in at least four HEIs **Due date Year 2 Month 6**	MC & DC	Following the delivery of the core master curriculum document it is anticipated that at least three HEIs (Tomsk, Vladivistok, Moscow) - Bukhara, Vietnam, Tashkent and Kazan are working towards this aim.
Output 1.8 (2 activities) Staff training and mobility program.		A training gap analysis between current staff competencies and the needs of the new programme conducted. The training and mobility programme

Due date Year 1 Month 6		balancing course content with new teaching skills is agreed with Programme HEIs. Currently underway Y2-M6
Output 1.9 (3 activities) Four one-week training courses in EU. **Due date Year 2 Month 12**	MC & DC	Will be completed between Y2-M12 and Y3-M1. Target group consists of a mix of staff, students and trainees. Three of these have been completed in Dublin, Kaunas and Valencia
Output 1.10 (3 activities) Four one-week train the trainers courses in partner HEIs **Due Date Year 2 month 12.**	MC & DC	"Train the trainers" courses in each partner HEI enhances the content offered by partner HEIs and demonstrate the "management of change" Two of these courses have been undertaken in Vietnam and Moscow. Plan to be completed by Year 2 Month 12.
Output 1.11 (1 activity) Installation of software packages. **Due date Year 1 Month 12** Output 1.12 on page 45 of project descriptor (4 activities) – but not listed thereafter	MC & DC	Agreed to purchase telecommunication software – due to be completed Y2 – M9. Delay due to communication and project management challenges.
Development **WP 2 "Launch of the Masters Programs"** Output 2.1 (1 activity) Course committee operational. **Due date Year 2 Month 6**	LS & AB	Commenced in year 2 month 6 arising from Project Coordinator meeting with all partners in Valencia.
Output 2.2 (2 activities) Launch of Masters program **Due date Year 2 Month 12**	LS & AB	As above
Output 2.3 (1 activity) Conduct of student mobilities **Due date Year 3 Month 9**	LS & AB	One of these student activities has been undertaken in Kaunas Year 2 month 1 These will be completed in year 3 month 2.
Output 2.4 (1 activity) Provision of mentoring support **Due date Year 3 Month 12**	LS & AB	In year 2, each EU partner delivers four, one-week sessions to the partners for mentoring and delivery assistance. In country delivery is supported by webinars and internet tutorials. In year 3, the Course Committee delivers the programme, conducts a rigorous validation of the programme, develops enhancement plans and ensures programme sustainability. The results of the project are presented at the final stakeholder conference.

WP3 Quality planning and enhancement Output 3.1 (1 activity) "Effective monitoring of project quality parameters" **Due date Year 3 Month 12**	ACG & PD	Evaluation reports provided from participants and facilitators. Minutes of project team meetings are available and will be circulated on web site.
Output 3.2 (4 activities) "Project plans are implemented on time" **Due date Year 3 Month 12**	ACG & PD	Minutes of meetings are available to see progress – and will be passport protected on the website. A 3-year planner of project activities has also been agreed and circulated.
Output 3.3 (3 activities) "Assessment of stakeholder satisfaction and annual enhancement plans". **Due date Years, 1,2, & 3 Month 12**	ACG & PD	Evaluation reports provided from participants and facilitators for all activities. Stakeholder satisfaction is now being more consistently monitored throughout the project. The satisfaction of teaching staff who participate in the one-week training courses In EU (output 1.9) was assessed by a focus group in Dublin. Following this it was decided to develop a standardised questionnaire (Kaunas and Valencia). A bespoke questionnaire has been used to assess the satisfaction of course participants taking part in the train the trainers' courses in Output 1.10 and the remaining parts of 1.9. The results of these assessments will be included in the annual quality enhancement report, which will identify areas for improvement.
Output 3.4 (1 activity) "Reports from WP1-4" **Due Date Year 1 Month 9, Year 3 Month 12**	ACG & PD	In accordance with the Governance Structure, individual members of the project team responsible for the implementation of each WP will now present a short-written report on completion of each WP. Reports concerning work-packages 1 &,2 will be reviewed by the project team and presented to an evaluation panel drawn consisting of senior staff from the partners who are not involved in the project. These reports will be presented to the ERASMUS+ monitoring team. At the beginning of Y3 an external assessor from an EU university with experience of similar projects will be invited to conduct an external assessment of the project.
Output 3.5 (1 activity) "The conduct of external assessment of project quality" **Due date Year 3 Month 12**	ACG & PD	At the beginning of year 3 an external assessor from an EU university with experience of similar project will be invited to conduct an external assessment of the project. The project team with the support of the PSC will participate fully in any proposed quality enhancement activities.

Output 3.6 (1 activity) "Participation in Erasmus+ Quality activities". **Due date Year 2 Month 12**	ACG & PD	The project team, with the support of the Project steering committee will participate fully in any proposed Erasmus+ quality enhancement activities.
WP4 Dissemination and Exploitation Output 4.1 (3 activities) Project identity and website established and maintained. **Due date Year 1 Month 3**	MP & EC	Enhancing the experience gained in other projects a project identity has been established by designing a project logo used in conjunction with the Erasmus+ logo and graphic identity for use in all project activities. A project website will be established to publicise the aims, project strategy, activities and progress reports. Year 2 Month 8. A feedback section will enable stakeholders to express their opinions. Stakeholders will be invited to link the project site to their own.
Output 4.2 (2 activities) Presentations delivered to conferences and forums. **Due date Years 1,2 & 3**	MP & EC	Wider public dissemination of the project progress and results will be based on a conscious strategy of participation in conferences and forums. A member of the Project team is now a work package leader for this activity and will maintain regular contact with key stakeholders. A calendar of key events will be maintained and where possible presentations prepared and delivered.
Output 4.3 (2 activities). Six-monthly reports to Academic Boards of partner institutions. **Due date Years 1,2 & 3**	MP & EC	Dissemination of project progress and results within the partner HEIs will be supported by the regular supply of information to the institution's sites and by six-monthly reports prepared for the Academic Councils of each body.
Output 4.4 (1 activity) Production of a quarterly newsletter. **Due date Years 1,2 & 3**	MP & EC	The dissemination of project results and best practices used during the project to stakeholders will be assured by inviting key stakeholders to the Project Steering Committee meetings and by production of a quarterly newsletter for stakeholders and the wider educational and health community. Newsletters will be linked to the website and mailing will start Year 2 Month 8.
Output 4.5 (2 activities) Organisation of 5 public workshops and stakeholder conference	MP & EC	Will be taking place in Year 3. **Due date year 3 Month 6**
Management WP5 Project management Output 5.1 (5 activities) Effectively and timely project management.	DC & MC	The Project Team representing each of the partners with the help of the Project Manager are responsible for day-to day project management – task planning, allocation of responsibilities, the rational use of resources. Each work package has clearly defined

Due date Year 3 Month 12		inputs, aims, risk assessments, milestones, timetables and metrics.
Output 5.2 (4 activities) Stakeholder involvement and approval. **Due date Year 1 Month 6 Year 3 Month 12**	DC & MC	The Project Team is responsible for building and maintaining strong relations with the stakeholders by involving them in the Project Steering Committee, Stakeholder Conferences and maintaining regular contact. Project ownership is assisted by the open and transparent functioning of the Project Team, which is responsible for decision making with each team member taking responsibility for a part of each work package. See Governance Structure above.
Outcome 5.3 (3 activities) Ownership of project by participants **Due date Year 2 Month 12**	DC & MC	Project ownership is assisted by the open and transparent functioning of the Project Team, which is responsible for decision making with each team member taking responsibility for a part of each work-package. Project Manager assists the Project Team in completing tasks in a timely and effective manner and develops management skills by training in aspects of team building and best practice.
Outcome 5.4 (4 activities) Project Synergy **Due date Year 2 Month 12**	DC & MC	A conscious strategy for the creation of synergy between members of the project team and between partners will be developed by each work package leader, with the support of the Project Manager.