

## International Staff Week

### Strengthening partnerships through Erasmus cooperation projects

#### General information

International Staff Week Title	<b>Strengthening partnerships through Erasmus cooperation projects</b>
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 April 2024.</p> <p>The list of selected applicants will be published on the 30rd of April 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.
Contact	<p>Javier Izquierdo Anton</p> <p>intprojects@uca.es</p>

#### Contents

Target group / Expected profile of participants	Profile: technical staff of the Universities managing Erasmus + cooperation projects and coordinators of projects.
Requirements	The program will be held in English. Actual experience on Erasmus projects will be taken into consideration while selecting.
Agenda	<p><b>Day 1</b></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><b>Day 2</b></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><b>Day 3</b></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><b>Day 4</b></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><b>Day 5</b></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: <a href="https://internacional.uca.es/plan-your-trip-to-cadiz/">https://internacional.uca.es/plan-your-trip-to-cadiz/</a>
Address of the course		The address of the course will be updated and participants informed once defined.

How to join the staff week
<p>If you are interested in participating please fill in the following form, <b>until 19 April 2024</b>:  <a href="https://forms.gle/XQvYwPWZyZ7J1Gk99">https://forms.gle/XQvYwPWZyZ7J1Gk99</a></p> <p>The applicants selected will be informed on the 30rd of April 2024</p> <p>Please contact the people in charge of mobility within your own institution to apply for an Erasmus mobility grant</p>