INTERNAL WORK PROGRESS REPORT FORM

|  |
| --- |
| DOCUMENT INFO |
| Project title | Improving the capacity of international cooperation and economic cooperation of WB HEIs - INTECO |
| Project number | 101177758 — INTECO — ERASMUS-EDU-2024-CBHE |
| Web address | [www.inteco.eubd.edu.ba](http://www.inteco.eubd.edu.ba)  |
| Coordinator | European University Brčko District (EUBD) |
| ****Institution acronym**** |  |
| Author(s) |  |
| ****Realization date**** | dd/mm/yyyy |

*"Funded by the European Union.*

*Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union.*

*Neither the European Union nor the granting authority can be."*

|  |
| --- |
| **Work Package 1: Project management and Quality control** |
| Task No | Task Name | Implemented?(Yes/No/Partially/NA) | Description |
|
| T1.1 | Partnership agreement preparation |  |  |
| T1.2 | Kick-off meeting |  |  |
| T1.3 | PMC and SC meetings |  |  |
| T1.4 | Creation of Project management plan |  |  |
| T1.5 | Day-to-day coordination |  |  |
| T1.6 | Interim and final reports |  |  |
| T1.7 | Development of Quality control plan |  |  |
| T1.8 | PQMCC meetings |  |  |
| T1.9 | Internal quality control |  |  |
| T1.10 | External quality evaluation |  |  |
| **Other issues** |
|  |

|  |
| --- |
| **Work Package 2: Preparation and establishment of ICC and CDC** |
| Task No | Task Name | Implemented?(Yes/No/Partially/NA) | Description |
|
| T2.1 | Analysis of the needs of WB HEIs |  |  |
| T2.2 | Analysis of the experiences of EU HEIs |  |  |
| T2.3 | Defining the structure of ICC and CDC |  |  |
| T2.4 | Purchase of equipment |  |  |
| T2.5 | Establishment of ICC and CDC |  |  |
| **Other issues** |
|  |

|  |
| --- |
| **Work Package 3: Capacity building of ICC and CDC WB HEIs** |
| Task No | Task Name | Implemented?(Yes/No/Partially/NA) | Description |
|
| T3.1 | Workshops for WB HEIs' ICC and CDC staff |  |  |
| T3.2 | Creation of training materials |  |  |
| T3.3 | Creation and submission the Erasmus Charter for Higher Education |  |  |
| T3.4 | Development of the Internationalization Strategy |  |  |
| **Other issues** |
|  |

|  |
| --- |
| **Work Package 4: ICC and CDC activities** |
| Task No | Task Name | Implemented?(Yes/No/Partially/NA) | Description |
|
| T4.1 | Local ICC trainings for preparing project application |  |  |
| T4.2 | CDC training 1: Scholarships, internships and mobility |  |  |
| T4.3 | CDC training 2: Vocational and jobs promotion |  |  |
| T4.4 | CDC training 3: Developing skills for rapid employment |  |  |
| T4.5 | Signing of HEI cooperation agreement |  |  |
| **Other issues** |
|  |

|  |
| --- |
| **Work Package 5: Dissemination** |
| Task No | Task Name | Implemented?(Yes/No/Partially/NA) | Description |
|
| T5.1 | Creation of Dissemination and exploitation plan |  |  |
| T5.2 | Development and maintenance of the project website |  |  |
| T5.3 | Promotion in the media and social networks |  |  |
| T5.4 | ICC Info days |  |  |
| T5.5 | Production of promotional materials |  |  |
| **Other issues** |
|  |