

## ICT meeting

October 15<sup>th</sup> Monday 2018 (10:00- 12:30)

### *Participants:*

Giorgia Bulli (Unifi)  
Sergio D'antonio, Andoni Alonso (UCM)  
Pablo Alvarez (Iscte)  
Migena Brahimaj, Rezart Husa (Uni Tirana)  
Virtyt Bushati (Uni Shkoder)  
Klevis Duka, Indrit Shkupi (Unielbasan)

### *Agenda:*

- Availability of the equipment for the three Universities;
- Purchase of the equipment for the project;
- Main needs and deadlines for the purchases.

The meeting opens with a description of the technical needs of the 3 Albanian Universities with a focus on the technical needs of the Faculties offering courses in Social Work. The main issues tackled are “professional Wi-Fi availability” and Servers availability.

The participants continue analyzing the budget under the heading “equipment”. The main issue treated here regards the possibility of making amendments on some voices of the heading. The Moodle platform for instance can be obtained for free and the relative courses can be moved to another voice of the heading. Giorgia Bulli will collect information about how much these voices can be changed.

The discussion goes on with an overview of the activities which the project intends to develop online in the next months: Moodle online service, survey service, publishing system.

Indrit Shkupi (Unielbasan), Klevis Duka (Unielbasan) present a list of urgent purchases to be made by the University of Elbasan in order to meet the needs of the T@sk project in the Working Packages “Development” and “Dissemination”. The costs for these purchases will be about 15.000 Euros. The list is discussed and approved by the participants. Virtyt Bushati (Uni Shkoder) and Rezart Husa (Uni Tirana) agree in following the structure of the purchases contained in the list provided by the University of Elbasan.

The next point treated regards the procedures of the 3 Albanian Universities to buy the equipment. The main point regards the possibility not to use the tender procedures but a faster procedure, so as to be able to have the equipment as soon as possible. Following the EU rules for Capacity Building projects, purchases under 25.000 euros should not follow the tender procedure.

All participants agree on the following next steps:

- The ICT responsible persons of the University of Elbasan circulate their equipment purchase plan on Basecamp
- The ICT responsible persons of the University of Tirana and Shkoder react with amendments to the plan (deadline October 30<sup>th</sup>)
- Administrative information due for End of October (The information will be collected by the University of Florence in cooperation with the Administrative staff of the 3 Albanian Universities) (deadline October 30<sup>th</sup>)
- Starting of the buying procedure as soon as possible. The best option would be to buy the equipment for the first 18 months of the project not later than February 2019.