

## WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

### WORKPLAN for project year 1

Activities		Total duration (number of weeks)	JAN19	FEB19	MAR19	APR19	MAY19	JUN19	JUL19	AUG19	SEP19	OCT19	NOV19	DEC19
Ref.nr/ Sub-ref Nr	Title													
1	<b>Development and advancement of institutional strategies through IaH</b>													
1.1	1 Study visits to EU universities for members for revision of strategic policies on internationalisation and IaH	3			=		=		=					
1.2	Formulation and adoption of report with revised HEI internationalisation strategies through IaH.	28	X=	X=	X=	X=	X=	X=	X=					
1.3	Purchase of equipment for IR departments and student services	40			4X	4X	4X	4X	4X	4X	4X	4X	4X	4X
2	<b>Integration of protocols, guidelines and procedures to improve student services and IROs through a comprehensive IaH.</b>													
2.1	Preparation of training modules by EU experts	20							4=	4=	4=	4=	4=	
2.2	Implementation of trainings in EU and Israel	8									X=	X=	X=	X=
2.3	Organisation of guidelines, protocols and procedures for foreign students.	8									2X	2X	2X	2X
3	<b>Establishment of a learning and collaborative environment to support IaH</b>													
3.1	Elaboration of interactive course structure	16									X=	X=	X=	X=
4	<b>Quality Plan and Assurance</b>													

4.1	Setting up a framework of Quality Plan and monitoring of QP;	8	X=	X=										
4.2	Elaboration of self-assessment and benchmarking for IaH	12		X=	X=	X=								
4.3	Internal monitoring and peer review	16					X=	X=					X=	X=
5	<b>Dissemination and Exploitation</b>													
5.1	Development of dissemination strategy including project website and social media and maintenance	28	XX==	XX==	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=
5.3	Organisation of national/international conferences and dissemination events													X
6	<b>Project management</b>													
6.1	Development of project management tools	8	XX==	XX==										
6.2	Organisation of project management meetings (N=national) (I=international)	5	X (I)			Xn		=I			Xn			X(I)
6.3	Financial and administrative follow up and reporting to EACEA.	52	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=

## WORKPLAN for project year 2

Activities		Total duration (number of weeks)	JAN20	FEB20	MAR20	APR20	MAY20	JUN20	JUL20	AUG20	SEP20	OCT20	NOV20	DEC20
Ref.nr/ Sub-ref Nr	Title													
1	<b>Development and advancement of institutional strategies through IaH</b>													
1.3	Purchase of equipment for IR departments and student services	24	4X	4X	4X	4X	4X	4X						
2	<b>Integration of protocols, guidelines and procedures to improve student services and IROs through a comprehensive IaH.</b>													
2.2	Organisation of trainings in EU and Israel	12	X=	X=	X=	X=	X=	X=						
2.3	Organisation of guidelines, protocols and procedures for foreign students.	20		4X	4X	4X	4X	4X						
2.4	Piloting of services and social integration system offered	16									4X	4X	4X	4X
3	<b>Establishment of a learning and collaborative environment to support IaH</b>													
3.1	Elaboration of interactive course structure	24	XX==	XX==	XX==	XX==	XX==	XX==						
3.2	Delivery of WILLIAM initiative	8									XX==	XX==	XX==	XX==
4	<b>Quality Plan and Assurance</b>													
4.3	Internal monitoring and peer review	16				XX==	XX==						XX==	XX==
4.4	External evaluation	4			XX==									
5	<b>Dissemination and Exploitation</b>													
5.1	maintenance and update of project website	52	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=
5.2	Elaboration of interactive videos for foreign/incoming students in Israel.	28						4X	4X	4X	4X	4X	4X	4X
5.3	Organisation of national/international conferences and dissemination events	2						X						X
6	<b>Project management</b>													
6.2	Organisation of project management meetings	4			Xn			=(I)			Xn			X(I)
6.3	Financial and administrative follow up and reporting to EACEA.	52	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=

### WORKPLAN for project year 3

Activities		Total duration (number of weeks)	JAN21	FEB21	MAR21	APR21	MAY21	JUN21	JUL21	AUG21	SEP21	OCT21	NOV21	DEC21
Ref.nr/ Sub-ref Nr	Title													
2	<b>Integration of protocols, guidelines and procedures to improve student services and IROs through a comprehensive IaH.</b>													
2.3	Organisation of guidelines, protocols and procedures for foreign students.	20		4X	4X	4X	4X	4X						
2.4	Piloting of services and social integration system offered	40	4X	4X	4X	4X	4X	4X			4X	4X	4X	4X
3	<b>Establishment of a learning and collaborative environment to support IaH</b>													
3.2	Delivery of WILLIAM initiative	24	X=	X=	X=	X=	X=	X=						
3.3	Analysis of WILLIAM initiative with preliminary results	24				4X	4X	4X	4X	4X	4X			
4	<b>Quality Plan and Assurance</b>													
4.3	Internal monitoring and peer review	16					X=	X=					X=	X=
4.4	External evaluation	8											X=	X=
5	<b>Dissemination and Exploitation</b>													
5.1	Update and maintenance of project website;	52	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=
5.2	Elaboration of interactive videos for foreign/incoming students in Israel.	20	4X	4X	4X	4X	4X							
5.3	Organisation of multiplier workshops and dissemination events	4			X			X			X			X
5.4	Development of promotional materials and online/offline guidelines and leaflets	24							4X	4X	4X	4X	4X	4X
6	<b>Project management</b>													
6.2	Organisation of project management meetings	3			Xn				Xn				XI	
6.3	Financial and administrative follow up and reporting to EACEA.	52	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=