



MS 7.2 Guidelines for staff weeks

For your information

Here are the names of the universities and their acronyms as we use them in CIVIS.

AMU	Aix-Marseille Université
NKUA	National and Kapodistrian University of Athens
UB	University of Bucharest
ULB	Université libre de Bruxelles
UoG	University of Glasgow
UNIL	University of Lausanne
UAM	Universidad Autónoma de Madrid
SUR	Sapienza Università di Roma
PLUS	Paris Lodron University of Salzburg
SU	Stockholm University
UT	Eberhard Karls Universität Tübingen



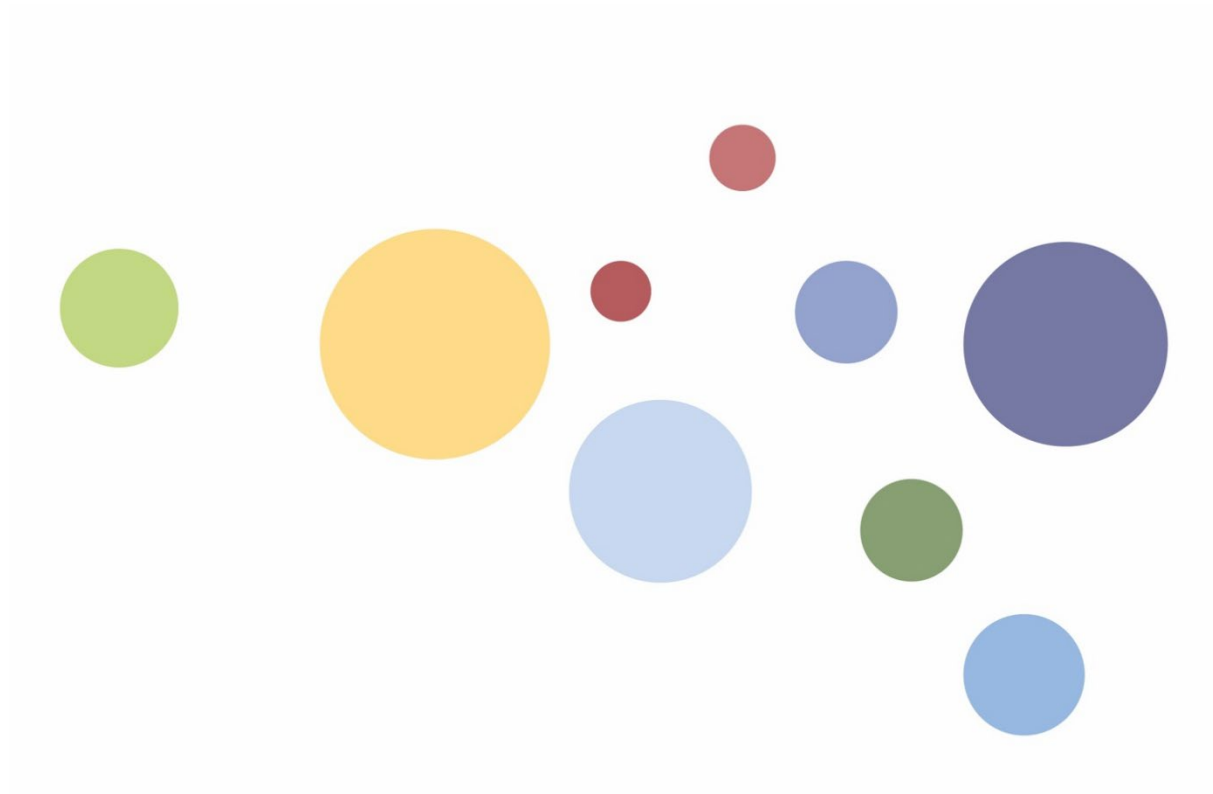
1 Alliance 11 Universities Countless Possibilities

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01



Introduction

In an increasingly interconnected world, fostering collaboration and cross-cultural exchange has become essential for creating dynamic and innovative academic environments. The **CIVIS Alliance** – a unique collaboration of 11 leading European universities – embodies this vision by promoting internationalization at all levels of academic and administrative life. As part of these efforts, the **Internationalisation Academy** plays a key role, providing a structured framework for staff across the CIVIS network to engage in meaningful professional and intercultural development.

The **CIVIS Internationalisation Academy** serves as the umbrella term for a range of initiatives that support staff mobility and community building, including the **annual international conference, staff weeks, job shadowing opportunities and community of practices (CoP)**. These activities not only strengthen the professional capacities of staff but also create a vibrant community that encourages the exchange of knowledge, best practices, and innovation across borders. Through participation in these initiatives, staff members gain a deeper understanding of international educational systems, strengthen institutional networks, and contribute to the overall mission of CIVIS: to foster a more inclusive, cooperative, and resilient European higher education area.

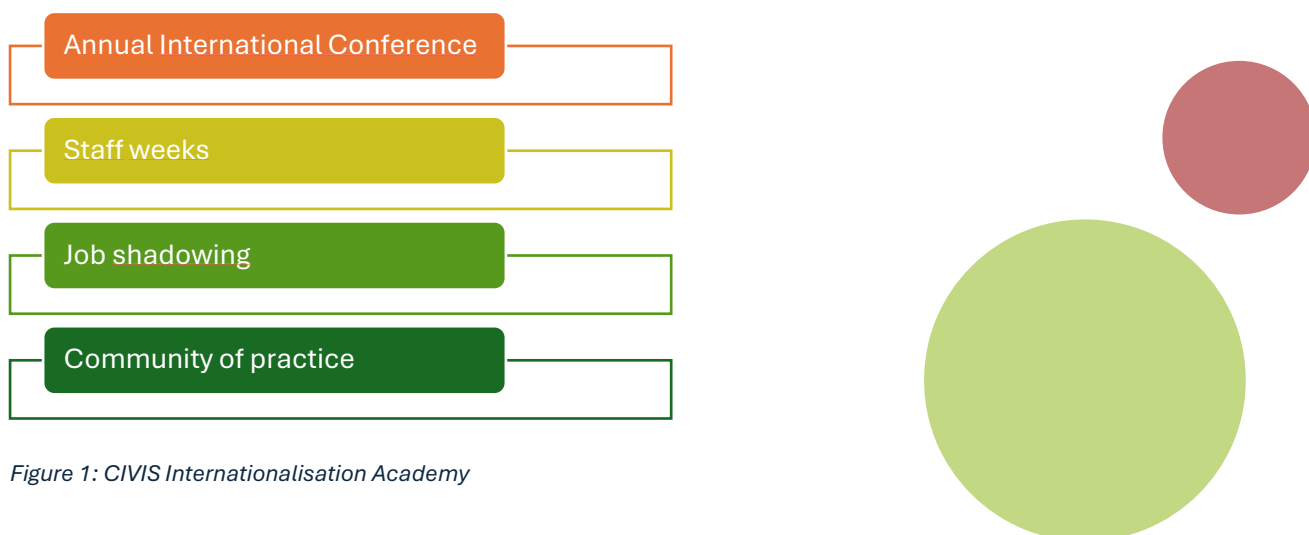


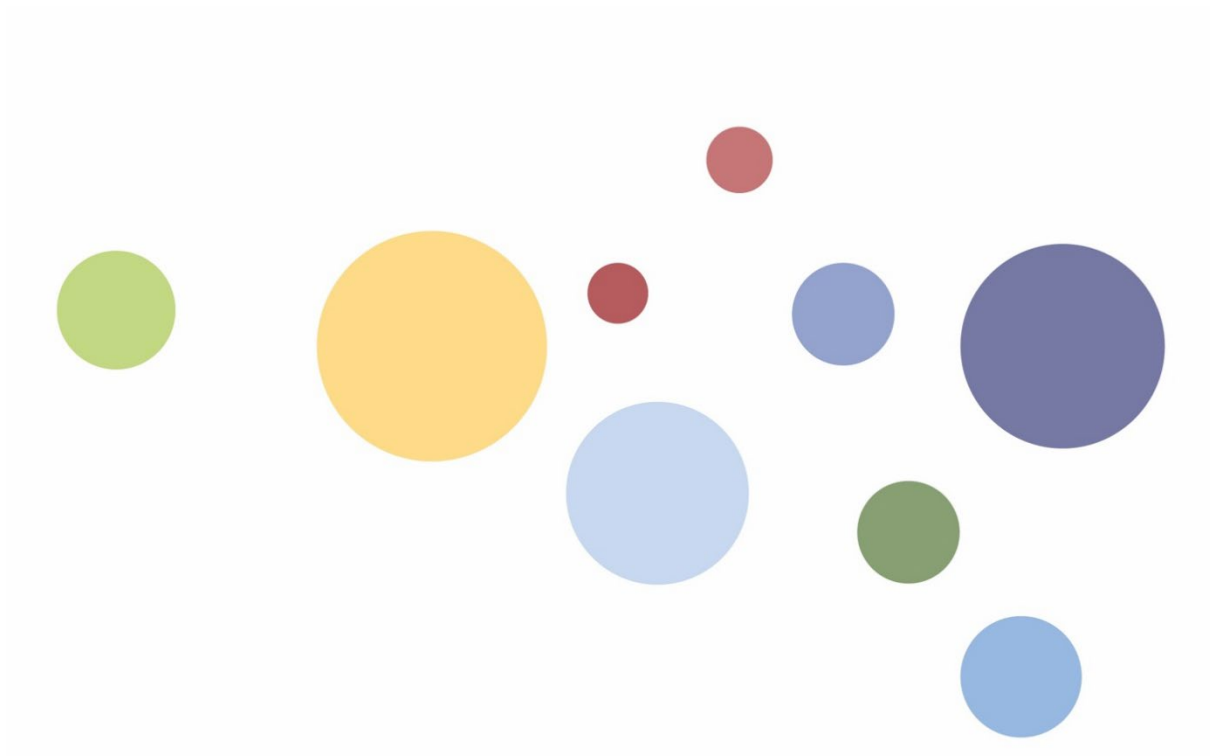
Figure 1: CIVIS Internationalisation Academy

This document outlines the **guidelines** for **staff weeks**. It provides practical advice on how to maximize the benefits of these initiatives, foster a culture of mutual support, and ensure that all activities contribute to the long-term goal of a well-connected and cohesive staff community. By leveraging the diverse talents and experiences within the CIVIS Alliance, we aim to create an environment where collaboration thrives, and innovation is shared across institutions and borders.

These guidelines serve as a living document, meaning they are intended to evolve over time. Should certain procedures prove to be too complex or impractical, adjustments will be made to better align with the needs of the community. This adaptability ensures that the guidelines remain effective, relevant, and supportive of our shared goals.

As for all CIVIS productions and public communication under the CIVIS2 Erasmus+ project, Staff weeks have to follow the mandatory elements on COMMUNICATION, DISSEMINATION & VISIBILITY of the [Grant Agreement](#) as on its article 17.

02



Key Objectives of Staff Weeks

Staff weeks are intensive periods of exchange and learning, offering participants the opportunity to engage with colleagues from partner universities. These events typically include presentations, plenary sessions, and discussions on topics relevant to international higher education, and they play a vital role in fostering cross-institutional learning, networking and the exchange of best practices. By enhancing professional skills and creating a strong network of contacts across the alliance, staff weeks contribute to a cohesive and collaborative CIVIS community.

Within the CIVIS Alliance, professional skills development encompasses a wide range of areas to strengthen collaboration, innovation and cross-cultural competency among staff. Key examples include intercultural communication, project management, leadership and team building, digital competency, grant writing and fundraising, research and data analysis, quality assurance, language skills and sustainability practices, just to name a few.



Definition

A "staff week" in the CIVIS context is an organized event typically lasting **two to five days in accordance with Erasmus+ guidelines**, aimed at enhancing the professional development of university staff. These weeks typically involve a series of workshops, discussions, and networking opportunities designed to share best practices, foster collaboration, and improve skills relevant to the participants' roles.

The key goals are:

- Promoting collaboration across the CIVIS network.
- Enhancing professional development in areas related to international higher education.
- Strengthening institutional networks and shared projects.
- Supporting the overarching goals of the CIVIS Alliance through targeted learning activities.

Duration and Structure

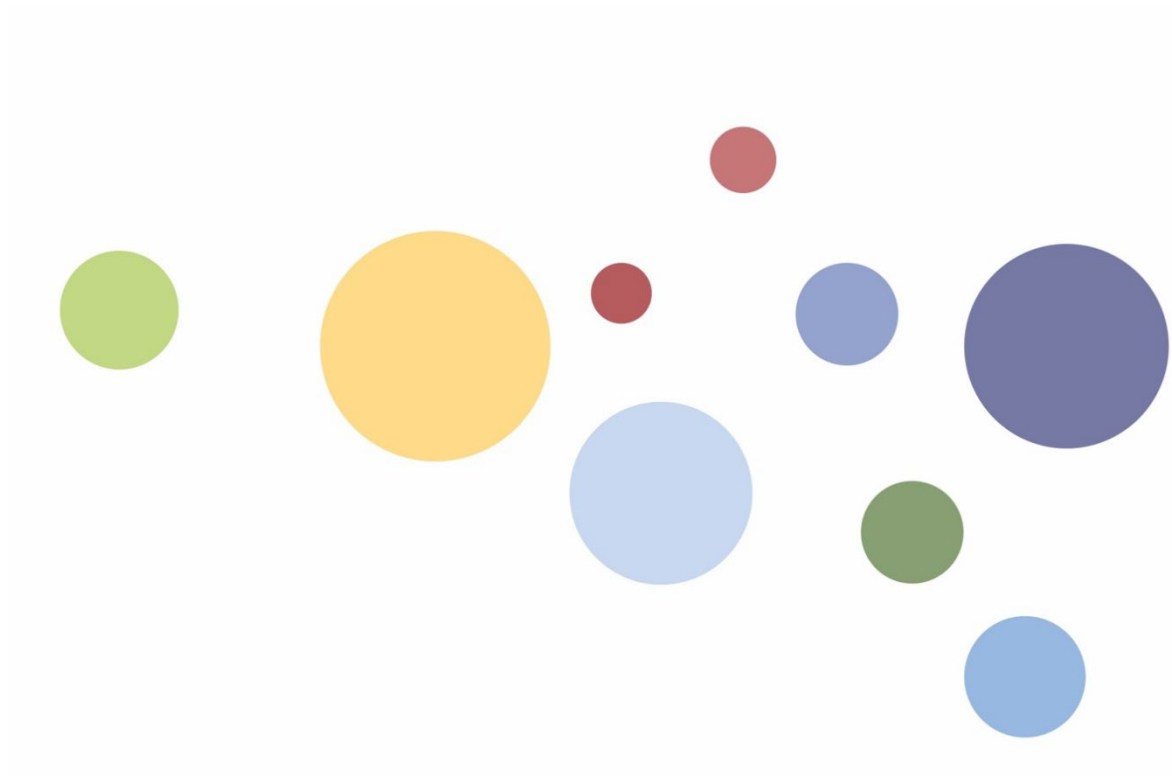
Typically, an Erasmus Staff Week lasts from **two to five days**, excluding travel time. The content is tailored to address specific themes or challenges faced by educational institutions, allowing participants to gain insights that can be applied in their home institutions.

Eligibility and Participation

Staff members from participating higher education institutions can apply to attend these weeks. The selection process may involve registration fees and may have deadlines for application submission. Each event usually accommodates a limited number of participants to ensure effective interaction and engagement. In summary, Erasmus Staff Weeks serve as a vital platform for professional growth, collaboration, and innovation within the European higher education landscape.



03



Planning and Organisational Aspects

The following diagram outlines the workflow for staff week proposals within CIVIS. The diagram illustrates each step in the proposal process, detailing the responsibilities of involved parties and the decision points required for moving forward.

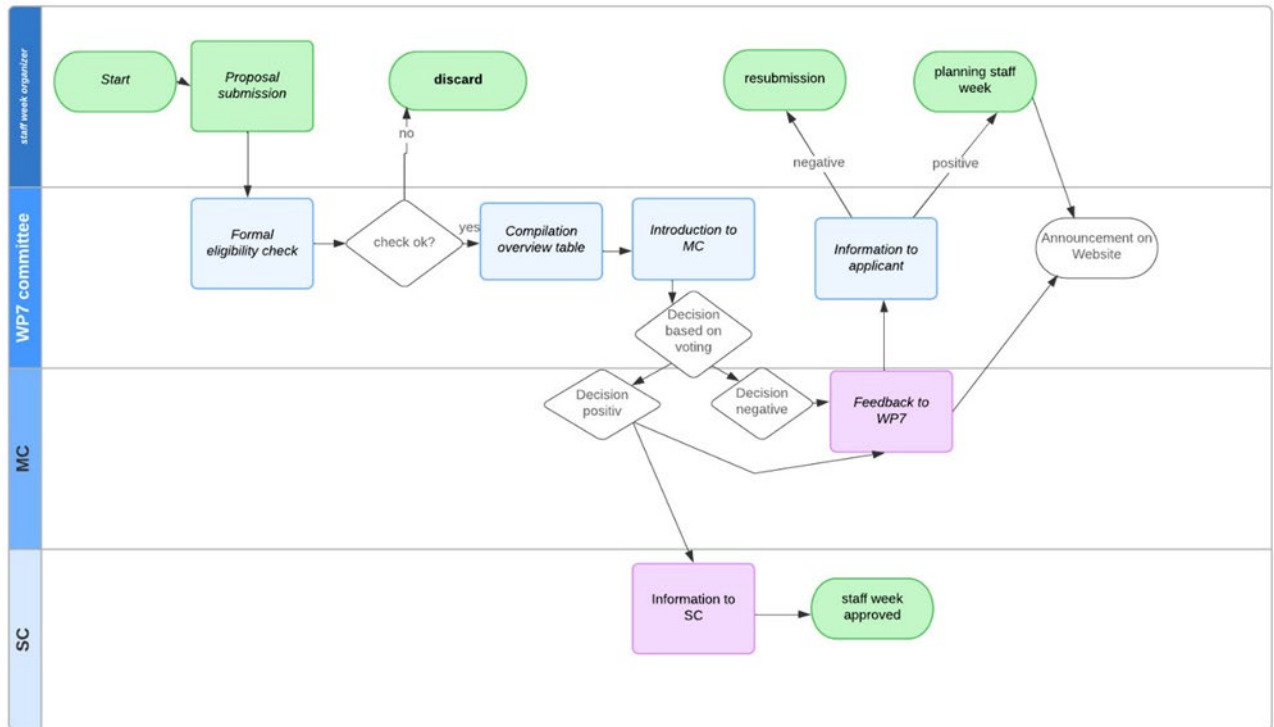


Figure 2: Workflow application process

The workflow includes the following key stages:

1. **Proposal Submission** – The organizer submits the initial staff week proposal.
2. **Formal Eligibility Check** – WP7 committee (which consists of staff members from WP7) reviews the proposal for eligibility; non-compliant submissions may be discarded.
3. **Compilation of Overview Table** – An overview table of proposals is compiled by WP7 committee, facilitating efficient tracking and management. This table includes the ranking of staff weeks for each proposal.
4. **Introduction to the Management Committee (MC)** – The MC reviews the proposal, providing feedback if required.
5. **Decision Based on Voting** – The MC votes on the proposal. A positive decision moves the proposal to the next steps.
6. **Information to Steering Committee (SC)** – In case of a positive decision, the SC is informed but does not participate in further decision-making.
7. **Information to Applicant** – The applicant is notified of the decision outcome.
8. **Announcement on Website** – Approved staff weeks are announced publicly.

9. **Planning the Staff Week** – Final organizational and logistical planning takes place once approval is granted.

Each of these steps will be explained in detail in the subsequent subsections.

Annual Staff Week Planning

Each full member university within the CIVIS Alliance is expected to host one staff week **every two years**, resulting in a total of five per year. Associate Member universities are invited to host staff weeks as well. Calls for proposals are issued **twice a year**, in spring and fall. These events are open to both academic and non-academic staff across the alliance. Staff weeks can be opened to external participants with priority given to internal members. If external EU funding is used, e.g., in the case that the staff week is organized as a **BIP**, other rules to accept external applicants may apply (compare section 4.1) Information about BIP regulations find [here](#).

In addition to the biannual calls, a **rolling call** is available for cases where a staff week is planned outside the timeline of the fixed calls. The procedure and timeline for these rolling calls will follow the same steps as the fixed calls.

Proposal Submission and Approval Process

The "**call for proposals**" initiates the collection of staff week ideas from partner universities. The call is open twice a year. The following information serves as eligibility criteria for the formal check and must be included in each staff week proposal :

- Title of the training
- Format of the training (on-site, online, blended)
- Dates and location of the training
- Objectives and expected results of training
- Relevance to the respective CIVIS work package
- Number of participants and target audience
- Language of the staff week
- Information if staff week is open to other alliances
- Request for subcontracting costs (max. budget amount)

Detailed information of the above mentioned categories are announced in the "*call for proposals*".

Selection process of proposals

The call for proposals will remain open for **8 weeks**. During this period, all submitted proposals will be collected by WP7 committee. Once the deadline has passed, the proposals will be reviewed to verify eligibility. Eligible proposals will be compiled into an overview table and presented to the Management Committee (MC).

The MC will evaluate the proposals, and validation will occur through a voting process involving the MC members. In case of a positive decision, the SC is informed but does not participate in further decision-making.

Applicants will be notified of the final decision within **one week after the approval**. The staff week will be published on the website within two weeks of the final approval. This [form](#) has to be completed and sent to the communication unit.

Important note: Only proposals that are sent in time and include all required parameters will be considered!

Timeline for Proposal Implementation

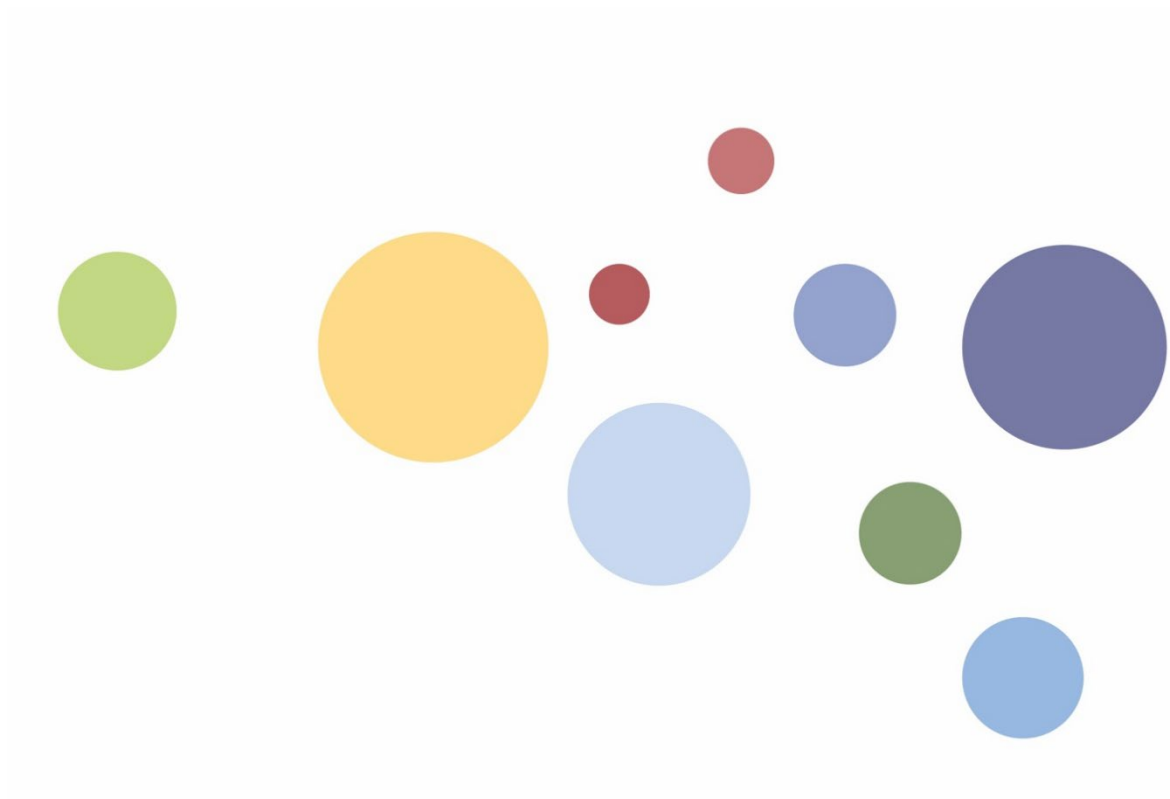
The standard timeline for the workflow from the call announcement to the staff week is as follows:

	Duration
Call for proposals	2 months
Eligibility check and ranking	3 weeks
Validation	2 weeks
Notification to applicant	1 week
Announcement on website	2 weeks
Earliest start date	3,5 months after end of call
Latest ending date	12 months after end of call

Example Timeline for 2025

	Spring Call	Fall Call
Call for proposals	3.3. – 2.5.2025	1.9. – 31.10.2025
Eligibility check and ranking	5.5. – 23.5.2025	3.11. – 21.11.2025
Validation	26.5. – 6.6.2025	24.11. – 5.12.2025
Notification to applicant	9.6. – 13.6.2025	9.12. – 12.12.2025
Announcement on website	17.6. – 30.6.2025	15.12. – 30.12.2025
Earliest start date	15.8.2025	15.2.2026
Latest ending date	30.4.2026	30.9.2026

04



Structure of Staff Weeks

Format and duration of activity

The staff week can be held in different formats:

- On-site
- Online
- Blended: Incorporates both physical and online components
 - o [Blended Intensive Training format](#) (BIP) as a special form of a blended format:¹

Typically, the Erasmus staff week lasts from **two to five days**, excluding travel time. The content is tailored to address specific themes or challenges faced by educational institutions, allowing participants to gain insights that can be applied in their home institutions (compare section 2.1).

Location of the training

Typically, the proposing university acts as the hosting institution. If not, this information must be included in the proposal and another institution must be selected based on specified criteria (see section 5.2).

Objectives of the training

The primary objective of the staff weeks is to foster professional development, collaboration, and knowledge exchange among staff members across the alliance. These training sessions are designed to build capacity, improve institutional practices, and support the strategic goals of the alliance.

Each staff week must align with and contribute to the objectives of one or more of the **13 work packages** of the CIVIS2 project of the alliance. By focusing on these specific areas, staff weeks ensure that participants not only enhance their skills and competencies but also drive forward the alliance's overarching mission. This approach ensures that the outcomes of the staff weeks have a direct impact on the progress of the alliance's key initiatives.

Participants

Staff weeks target both academic and non-academic staff within the alliance. Some staff weeks may also target members from other alliances and / or other HEIs. In that case the prioritization is as follows:

- Internal members within the CIVIS alliance have priority.
- External participants must send a motivation letter and their selection is managed by the hosting institution. Please consider that a longer preparation time needs to be observed.

¹ please note that specific rules may apply regarding external participants, financing etc. Further information finds [here](#) .

Group size of participants:

Based on the search results, the ideal number of participants for a staff week in European alliance projects typically ranges from **15 to 40 participants**.

- Small groups (**8-12**): Facilitate focused discussions and personalized learning.
- Medium groups (**15-40**): Provide a balance between diverse perspectives and interactive engagement.
- Factors influencing group size include the nature of activities and the hosting institution's capacity.

Benefits of Smaller Groups

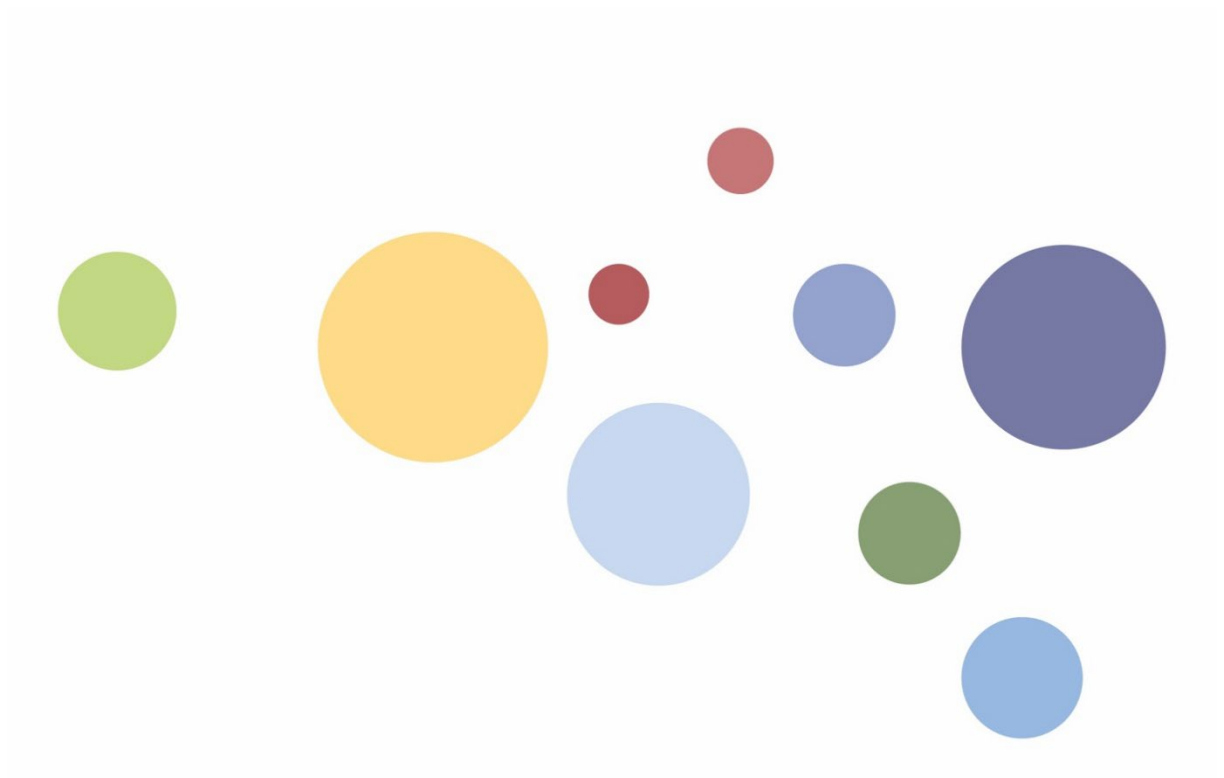
- Allows for more personalized attention and feedback.
- Facilitates better discussion and interaction among participants.
- Enables more hands-on practice and participation.

Considerations for Larger Groups

- Can accommodate more diverse perspectives.
- May be more cost-effective for the organizing institution.
- Allows for broader networking opportunities.

While the exact number may vary, it is generally advisable to keep staff week groups small enough to ensure quality interactions and learning experiences, while still large enough to represent a diverse range of participants from partner institutions. Minimum number of participants for a staff week is six people.

05



Criteria for prioritizing and hosting staff weeks

Prioritization Criteria

When prioritizing proposals, the Management Committee may consider the following criteria. A score board for each MC member will be provided:

- **Thematic relevance** and alignment with strategic goals.
- **Topics that have not been covered** in recent staff weeks.
- **Institutional balance**, ensuring equitable hosting across alliance members.
- **Proposals with clear outcomes** and measurable impact.

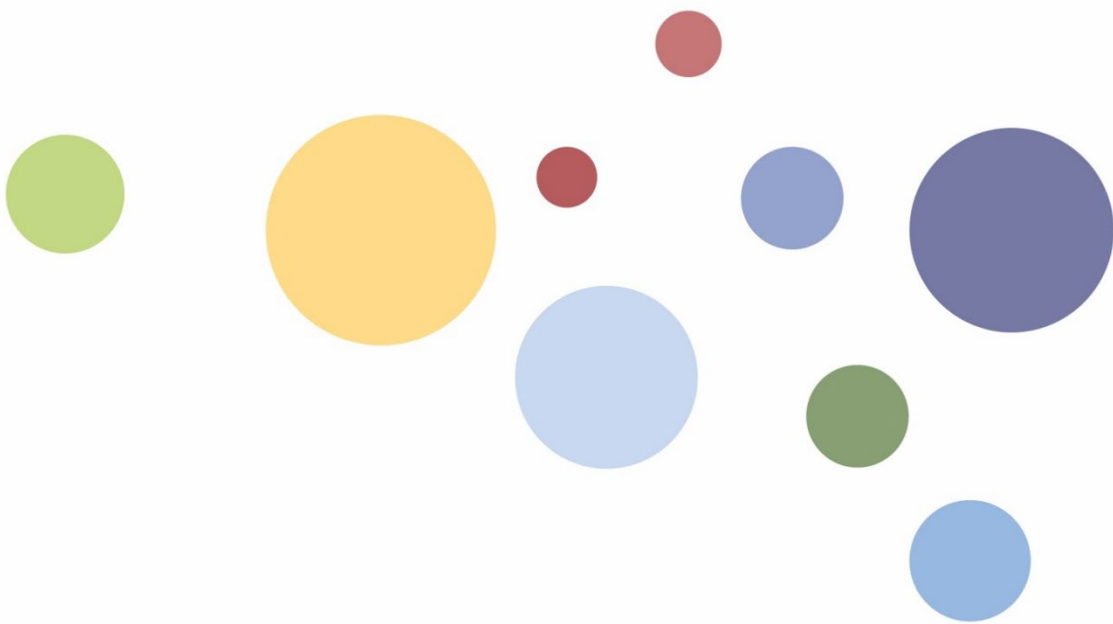
Criteria for Hosting

In cases where the proposing university cannot host, another institution must be selected. The criteria include:

- **Rotation systems** to ensure equitable opportunities.
- **Institutional experience** in hosting international events.
- **Capacity** to accommodate the expected number of participants.
- **Expertise in the staff week's thematic area.**

To facilitate the hosting process, it is recommended that the proposing institution discusses with a potential hosting institution before submitting the proposal.

06



Thematic focus for Staff Weeks

Staff week topics must align with CIVIS strategic goals, addressing themes like:

- Internationalisation
- Research collaboration
- Teaching innovation
- Challenge-based education strategies
- Capacity building in HEI

No matter which topic or theme the organising institution will address in the staff week, it is crucial that the proposed topics align with the overarching goals of the CIVIS alliance, including the CIVIS2 project. The objectives of the measure must contribute to the main objectives of the project and the broader strategy of the CIVIS alliance. They should also demonstrate added value for the alliance's overall goals and for the specific work package mentioned in the application form. For a better overview and to support the planning of staff week initiatives, topics of the work packages and related key words for their main objectives should be addressed as listed below:

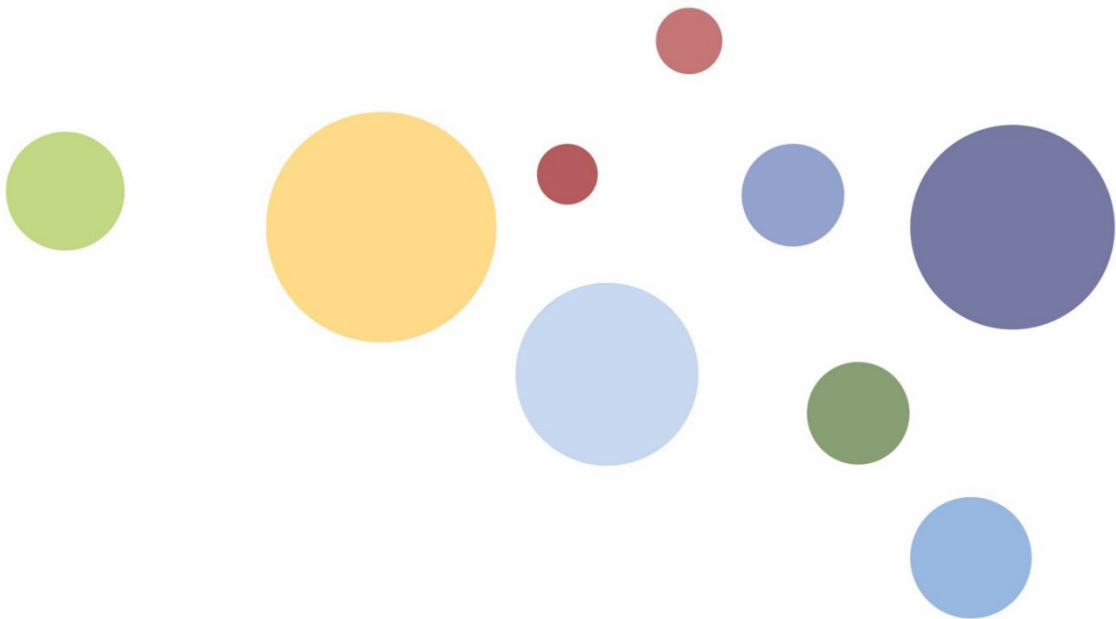


WP	Title	Objectives as keywords
WP1	Management and Governance	Project management; Change management, quality assurance, partner involvement, inclusive participation, sustainable governance
WP2	<i>Civic engagement & challenged-based education</i>	<i>Civic engagement; challenge-based education; academia-stakeholder collaboration; partner involvement in challenge-based agenda</i>
WP3	Challenge-based local to global educational activities	Challenge-based learning; knowledge co-creation, partner engagement, real-word application, academia-stakeholder collaboration
WP4	Local to Global civic engagement projects	Citizen empowerment, community-academia collaboration, knowledge democratization,
WP5	<i>Enabling the shared Inter-University Campus</i>	<i>Inter-university campus; digital campus, diverse mobility formats</i>
WP6	Connecting Student Communities through the Inter-University Campus	cultural diversity and multilingualism; inclusive, sustainable mobility; Bridge communities via campus access

WP7	Connecting Staff Communities through the Inter-University Campus	cultural diversity and multilingualism, skill development; bridge communities via campus access
WP8	<i>Embedding Shared Educational Offer</i>	<i>Joint education strategy; innovative pedagogies ;</i>
WP9	Accredited Shared Undergraduate (BA) & Graduate (MA) Educational Offer	Developing joint / multiple degrees, quality assurance, innovative pedagogies, partner involvement
WP10	Doctoral Educational Offer	Opportunities for ESRs, development of PhD programmes, soft skill training, involvement of partners, sustainability
WP11	Develop an Accredited Modular Educational Offer	Accreditation; module embedding in programmes, innovative pedagogies; partner involvement
WP12	Consolidation	Results capitalization; Institutional transformation; Knowledge transfer; Education-research synergy
WP13	Impact and Dissemination	Impact enhancement, community enhancement, communication development, sustainability

Figure 3: Overview of Work packages. Finished work packages are shown in grey.

07



Funding and support

Participant funding

Staff mobility for these events is often supported through Erasmus+ grants. Participants can usually apply for Erasmus+ grants to cover travel and subsistence costs. If Erasmus+ funding is not available, the sending institution must seek for other funding opportunities, such as institutional funding or external funding options. The participation of staff from Associate Member universities is explicitly encouraged. Participation can be funded by available E+ ICM funds of the host institution.

Host institution support

Expenses related to internal arrangements, such as catering, room rentals, etc. must be covered by the host institution. Either institutional budget or Erasmus OS (organisational support) budget, if available can be used. HEIs are free to decide what to use the OS grant for, if the activities are clearly related to Erasmus+ university mobility and basic principles that apply to all EU grants are respected (economy, efficiency and expediency, implementation of activities within the funding period, etc.). The eligibility rules for OS are based on the type of possible OS activities, not on the type of individual expenditure.

Please find [here](#) further information about OS funds.

Accommodation is typically not provided, but organizers may offer recommendations.

The hosting institution may charge a **registration fee** for external participants. This could be relevant in the following cases:

1. The staff week offers significant value through unique learning opportunities.
2. The event is in high demand.
3. The fee aligns with similar events in the field and is seen as reasonable by potential participants.
4. There are substantial costs (eg external speakers, external trainers) involved in organizing the event.

Please consider the following aspects when implementing a registration fee:

1. Offer early bird discounts to encourage early registration.
2. Provide fee waivers for participants from less-resourced institutions.
3. Keep the fee reasonable to maintain accessibility.

Subcontracting costs

Distributing a shared budget for subcontracting external trainers among partner universities requires a transparent, equitable, and practical approach. According to the proposal the amount of € 60.000,- is foreseen for hiring external trainers for staff training. An amount of €14,940 has already been allocated for the SUCTI Training in January 2024, a joint initiative of the CIVIS2 project.

Each University that plan to call the service of a subcontractor is responsible for complying with the [Grant Agreement](#) rules on its article 9.3 SUBCONTRACTORS.

The remaining amount of **€ 45.060,-** is available for redistribution among partner universities and the following principles and procedures will be applied:

Allocation of funds:

- **Baseline Allocation:** A fixed baseline amount of **€ 3.600,-** is reserved for each participating university to hire external trainers for their respective staff week initiatives. However, expenses will be reimbursed based on actual incurred costs.
- **Flexible Allocation:** The remaining budget of **€ 12.660,-** will be reserved for universities with additional needs (in case more staff weeks than foreseen are offered, training is more expensive due to specific skills of the trainer, etc.)

Reallocation of funds:

If a university does not use its allocated funds, because the staff week is being hosted by another university, the unused portion may be reallocated to the host institution. Reallocation decisions will require agreement with the central project coordination team and affected universities.

Hiring process and payment procedures according to rules of the European Commission:

- At least three bids must be obtained for any training to ensure cost efficiency and quality.
- Subcontractors must be selected based on best value for money and/or the lowest price.
- Subcontracts cannot be awarded to other beneficiaries within the same project.

If fewer than three bids are received (e.g., for highly specialized training), this must be documented along with an explanation to ensure the best value for money is still achieved.

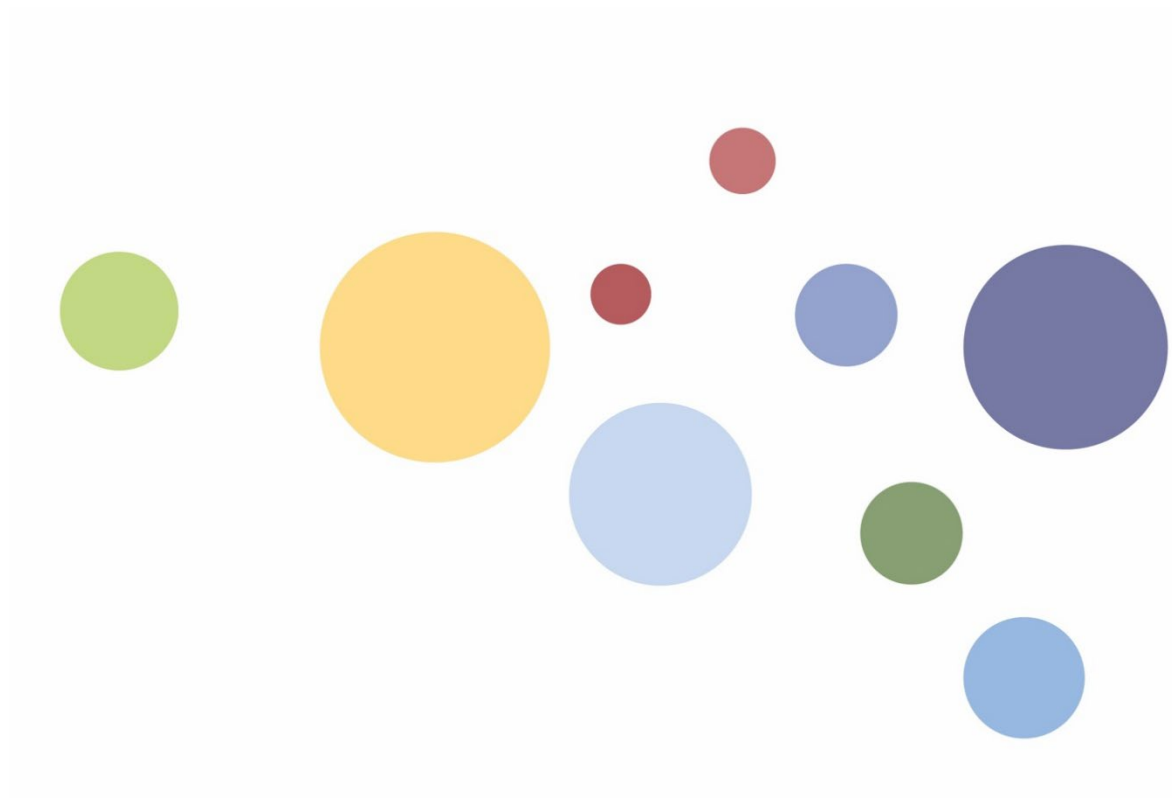
The institution proposing and organizing the staff week will be responsible for collecting bids. If a different institution hosts the event, a clear agreement must be established to determine which institution will handle the bidding process.

Payments will be made by the institution contracting the trainer in consultation with WP7 coordination.

Trainer Database:

To streamline the process and ensure the availability of high-quality training resources, a **shared list of trainers** should be established. This database will be developed with contributions from all participating CIVIS partners, leveraging their knowledge of trainers with expertise in specific content areas (compare fig. 3 Overview of work packages). This list can serve as a reference for selecting trainers while still adhering to the principles of competitive bidding and best value for money.

08



Pre- and Post-event

Announcement

Staff weeks are announced on platforms like IMOTION, different social media channels, CIVIS newsletter, CIVIS website, HEI website and distributed via emails.

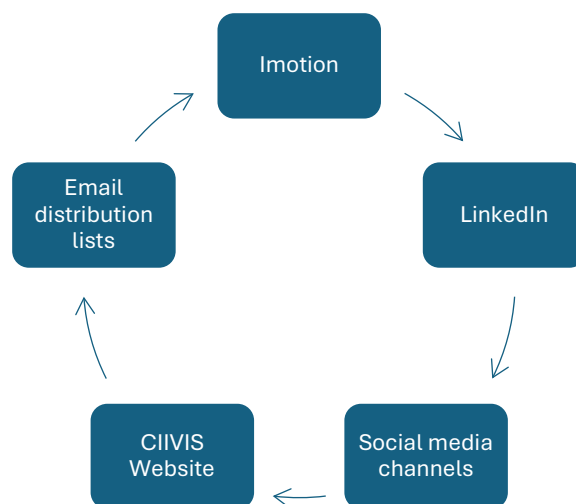


Figure 4: Channels for announcement

Post-event

Post-event activities are essential for ensuring the long-term success and impact of staff weeks. These follow-up actions help capture the value generated during the event and contribute to continuous improvement for future initiatives. Key post-event activities include:

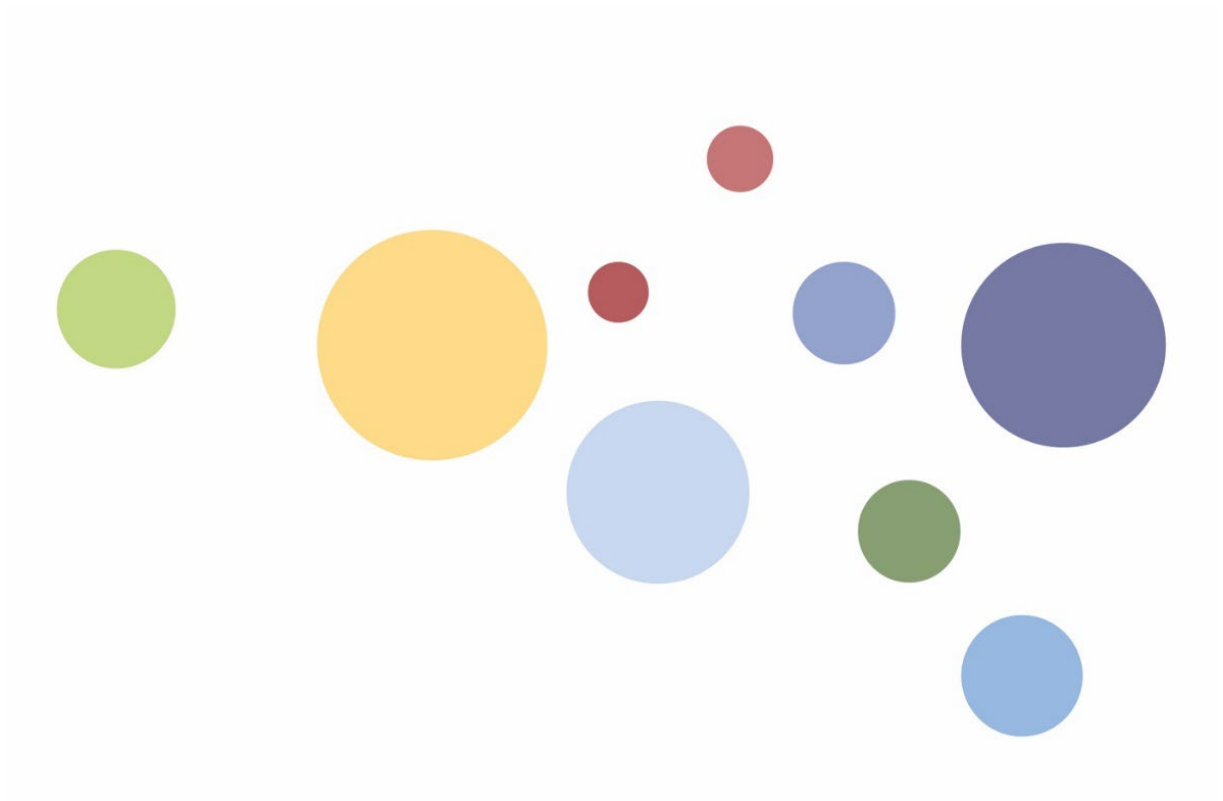
- Gathering Feedback
- Evaluation of Success
- Reporting and Sharing results
- Building ongoing networks
- Continuous improvement

To streamline these processes, a platform should be developed to automate key administrative tasks, saving time and resources while ensuring accuracy and efficiency. The initial focus of this platform would include:

1. Gathering Information about Participants
2. Automating Certificate of Attendance

This structured approach ensures that post-event activities are effectively managed, delivering maximum impact and setting the stage for continued success. The data also serves as basis for monitoring and quality assurance process within CIVIS.

09



Miscellaneous

Late Announcement of Staff Weeks

Typically, proposals have to be submitted during the call is open. Late proposals may exceptionally be accepted if they align with the alliance's strategic goals. In such cases, the following procedures should be followed:

1. Notification of reason of delay to WP7 and MC.
2. Evaluation of late proposals can be considered if objectives align with the strategic goals. MC assesses the feasibility.
3. If the staff week is part of the mobility plan, all involved parties have to be informed and the mobility plan has to be adjusted.
4. If a staff week cannot be accommodated, it will be postponed to the next call or considered as a rolling call (compare with section "Annual staff week planning").

Procedure for Cancellations of announced Staff Weeks

If a staff week that has been announced does not take place, the following steps should be followed:

1. Timely Notification of organizing institution to all registered participants.
2. Clear explanation for the cancellation (e.g. logistical challenges, insufficient registrations, unforeseen circumstances)
3. Announcement of options for participants (offering the staff week online, reimbursement of registration fee, offering priority registration for another staff week)
4. If the staff week is part of the mobility plan, all involved parties have to be informed and the mobility plan has to be adjusted.

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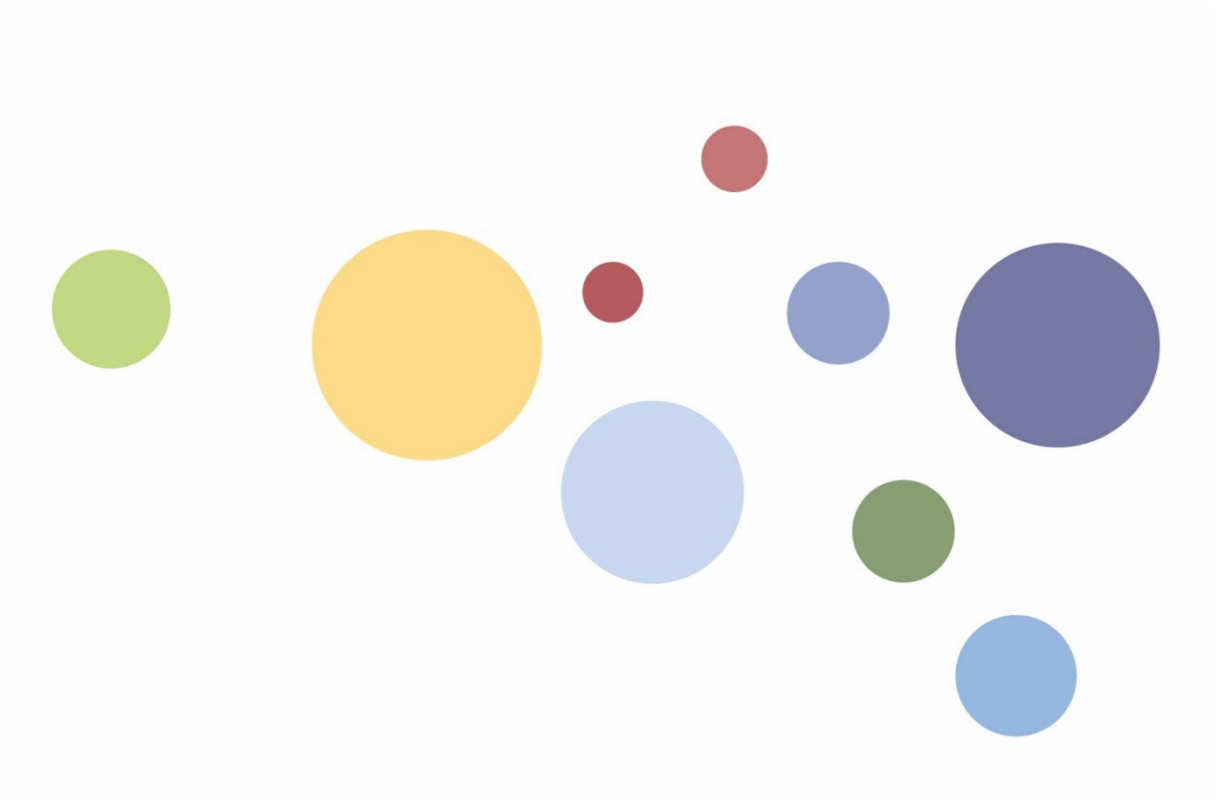
Conclusion

The guidelines presented in this document serve as a robust framework to support the planning, implementation, and evaluation of staff weeks within the CIVIS Alliance. By fostering collaboration, skill enhancement, and cultural exchange, these events advance the overarching mission of CIVIS: building a cohesive and innovative European academic and administrative community.

Through strategic planning, inclusive participation, and alignment with thematic priorities, staff weeks contribute to professional development while addressing institutional challenges. The emphasis on pre-event organization, thematic focus, and post-event evaluation ensures the long-term impact and sustainability of these initiatives. Moreover, the incorporation of diverse pedagogical approaches, external expertise, and cultural experiences enriches the learning process and fosters lasting connections among participants.

As a living document, these guidelines are designed to evolve in response to the needs of the CIVIS community. Continuous feedback and adaptability will ensure that staff weeks remain relevant and effective, further strengthening the alliance's commitment to innovation, inclusivity, and collaboration. By adhering to these principles, CIVIS institutions can maximize the potential of staff weeks to drive meaningful change across European higher education.

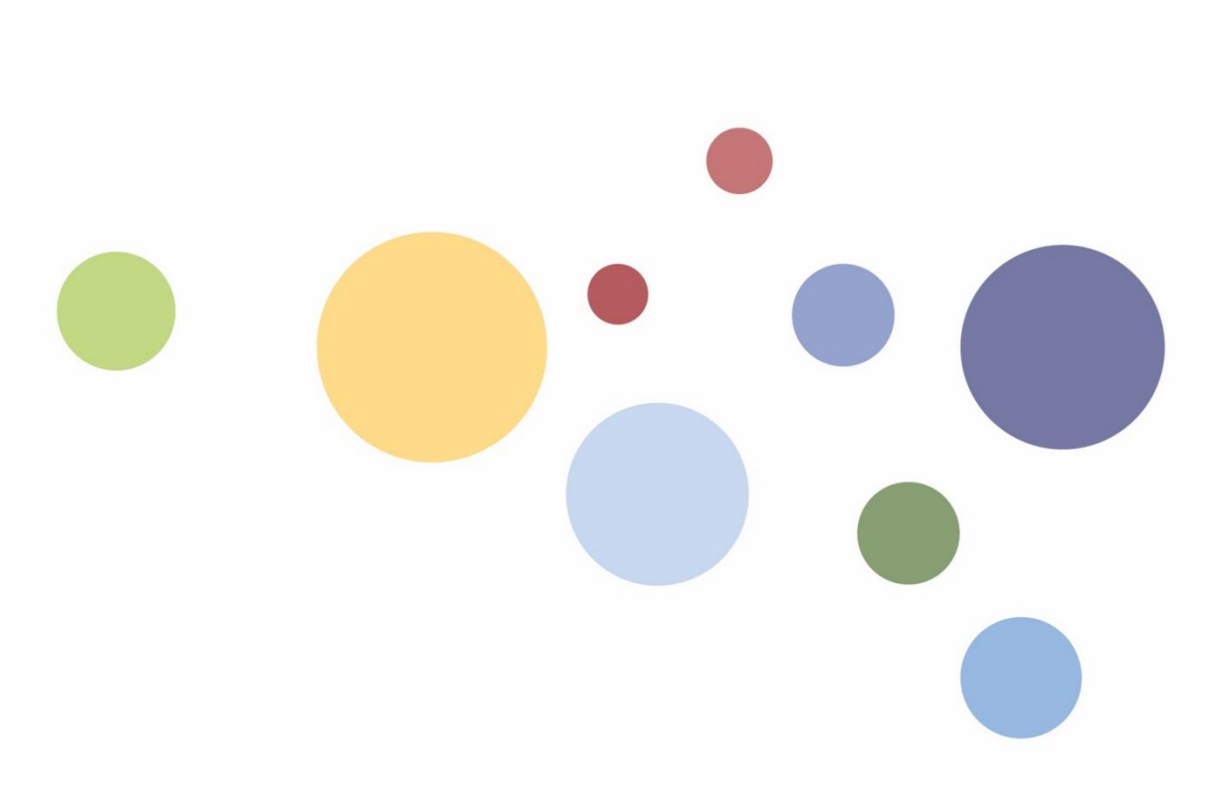
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Annex I – Recommendations for organising a staff week



4-6 month in advance: Preliminary Planning

- **Prepare in advance:** You'll need to announce the event well in advance, especially if attendees are non-CIVIS, and to contact speaker
- **Define the target audience**
- **Define Key Roles and Responsibilities:** design an academic coordination, administrative and logistical management, communication management
- **Establish a Timeline:** Create a detailed schedule for all tasks leading up to the event, including speaker invitations, registrations, venue reservations and communication strategies and use shared to track documents and timelines
- **Budget and Funding:** Prepare a detailed budget encompassing travel, lodging, food, supplies, and technical assistance. If applicable, proactively explore funding avenues through Erasmus+ or other CIVIS resources

3-4 month in advance: Program Design and Invitations

- **Program design:** Incorporate workshops, presentations, and networking opportunities into the event. Maintain a balanced approach that includes both theoretical and practical components.
- **Send invitations:** reach out to key speakers (both CIVIS and non-CIVIS members) using CIVIS invitation template. Send invitations to academic and administrative personnel and check availability
- **Communication Plan:** Design promotional materials (e.g.: "save the date" flyers, posters, etc.) by the institution's communications team or CIVIS communication unit. Set up promotional channels, including social media, newsletters, and the official CIVIS website

2-3 month in advance: Logistical Preparations

- **Travel and accommodation:** Contact speakers and participants to confirm travel arrangements and accommodation. Coordinate with local hotels and transportation services to ensure availability
- **Catering and venue:** Organize catering services (breakfast, coffee breaks, lunches) and gather dietary requirements from participants. Reserve and set up venues for workshops, seminars, and social events.

- **Technical and audiovisual requirements:** Verify the availability of audiovisual equipment (projectors, sound systems, internet) and technical support throughout the event. Conduct a thorough equipment test one day beforehand. Promote the event through social media.

During the event: Execution of the Event

- **Registration and Welcome**
 - o Set up an on-site registration desk to welcome participants and distribute welcome packs (e.g.: program, merchandise)
 - o Ensure that all technical support is ready
- **Sessions and Workshops**
 - o Facilitate scheduled activities, ensure that there is a balance of hands-on activities and discussion panels
 - o Available coordinators and IT personnel for real-time problem-solving
 - o Take video/photos or even have a photocall during the event
 - o Post it in real time with visuals in social media what is happening in each of the sessions
- **Feedback and evaluation**
 - o Collect participant feedback using surveys distributed during the final session
- **Team building**
 - o Organize an initial event, such as a cocktail reception or breakfast, before the start of the Staff Week
 - opportunity for participants to meet and network, especially for those who may not be familiar with each other or are joining from outside CIVIS
 - o cultural activities in the city (e.g.: city tours, museum visits...)
 - o organize a final event such as a formal diner

1 month after the event: Post-Event Actions

- **Feedback and evaluation**
 - o Analyze responses of the surveys to improve future staff weeks
 - o Prepare an academic and financial report on the event for internal review and to ensure accountability in budget management
- **Follow up**
 - o Report on the results of Staff Week, including both quantitative and qualitative data, following month
- **Post-Event communication**

- Send thank-you emails to participants and speakers
- Publish summaries of the event on the CIVIS and institutional websites, along with photos or videos

Key Factors for successful Staff Weeks

Centralized Coordination: A well-organized central office is essential for efficient project management and communication.

Balanced Learning: Combine theoretical and methodological sessions with practical hands-on training to foster a dynamic exchange of ideas and best practices.

Diverse Pedagogical Approaches: Employ a variety of teaching methods, such as lectures, interactive workshops, case studies, and group discussions.

External Expertise: Invite speakers and facilitators from outside CIVIS and other alliances to share their experiences and promote networking.

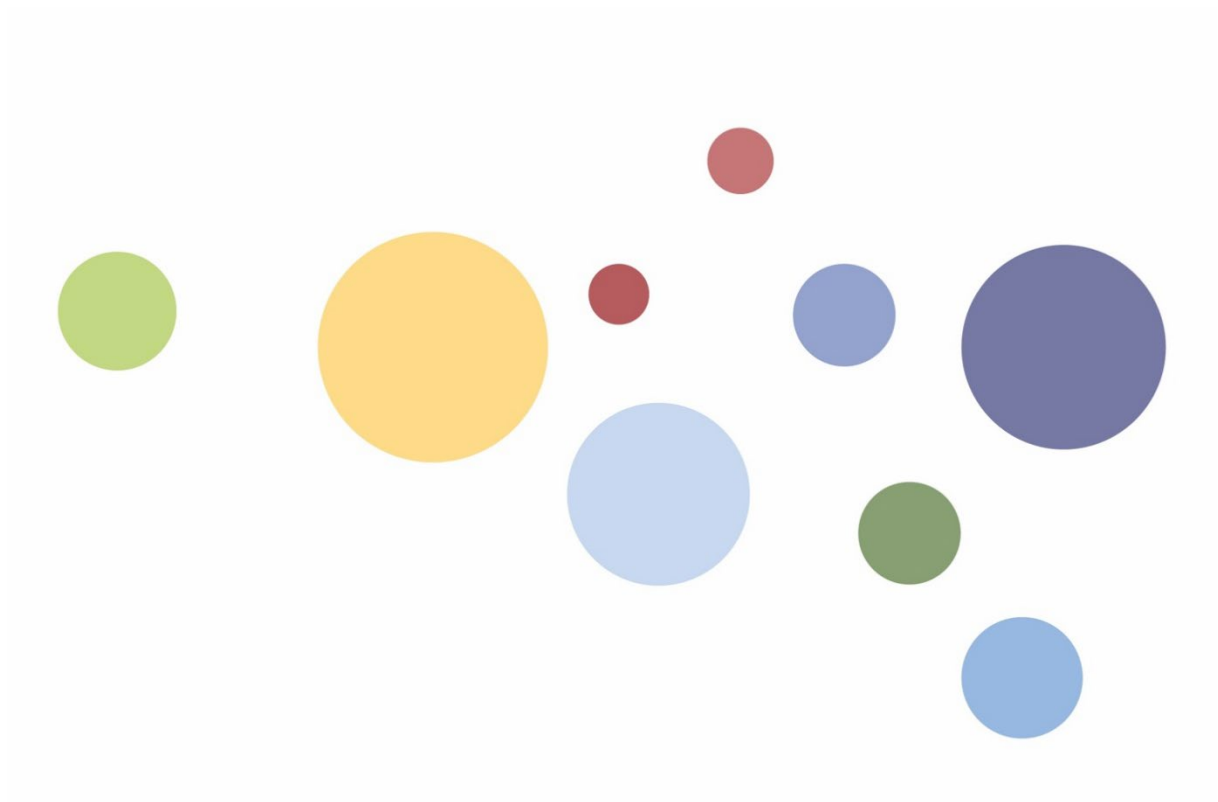
Speaker Compensation: Ensure that all speakers are adequately compensated to recognize their valuable contributions and maintain a high-quality training experience.

Financial Management: Utilize fees from non-CIVIS members to cover the expenses of non-CIVIS speakers and support their travel and accommodation. Request money for subcontracting timely.

Team Building and Follow-Up: Incorporate team-building activities, including cultural experiences, and plan for follow-up activities to reinforce learning and networking.

Strategic Timing: Schedule training sessions carefully to align with the academic calendar and accommodate the diverse schedules of administrative staff and academic personnel.

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Annex II – Form for report

1. Title Page

- Title of the Event
- Name of organizing institution(s)
- Date of the event
- Location of the event

2. Executive Summary

- Brief overview of the staff week, summarizing its purpose, key highlights, and outcomes, including the programme

3. Objectives & Outcomes

- List the main objectives of the staff week (e.g., professional development, networking, knowledge sharing).
- Summarize the main outcomes or achievements of the staff week (e.g., strengthened partnerships, new collaborations, key learning points).

4. Participants

- Number of participants.
- Distribution of participants (represented universities, divide into academics / administrative staff)

5. Challenges and Lessons Learned

- Any logistical, technical, or program-related challenges encountered.
- How challenges were addressed and lessons for future events.

6. Photos and Media

- Include a few high-quality photos showcasing key moments (e.g., group photo, workshops in progress).
- Links to any relevant media, such as website and / or social media posts.

7. Financial Summary

- Provide a brief financial overview, including major funding sources and expenses.
- Note any financial lessons or observations.

8. Recommendations

- Suggestions for improvement in future staff weeks.
- Highlight any best practices that emerged from organizing this event.

The report should aim for 2-4 pages!