

IRO INTERNAL MANAGEMENT

- UA -

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3rd Workshop:
IROs Models

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BACKGROUND

- The analysis will be focus on the International Project Management Office (OGPI);
- The OGPI has a Consultancy approach (international projects)

HRR - BASICS

- IROs develop very different activities...ways of **classifying managerial issues**:
 - **By type of office** (international students, international projects, etc);
 - **By function** (international agreements, international congresses, etc)
 - **By level** (central, faculty, department)
 - **By type of problem** (visa application, accommodation, etc.)

HRR - BASICS

- If you are running an international office you will have to make **practical decisions** about:
 - The **people** in the office (who they should be, how should be treated, how should they be paid);
 - The **work** of the office (what it should be, how it should be organised, etc)
 - The **background** of the office (why the office exists, how it is useful and necessary to change)

PERSONNEL MANAGEMENT

Leadership

- Organising
- Planning
- Controlling
- Evaluating
- Motivating
- Setting an example
- Informing

Group relations

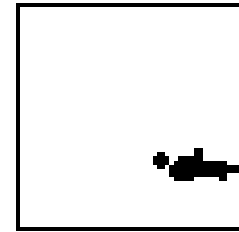
- Common goals
- Formal or informal
 - Contact
 - Training
 - Evaluating
 - Learning

People

- Personality
- Intelligence
- Skills and knowledge
- Career experience
 - Role
- Motivation
- Needs

HRR MANAGEMENT - OGPI

- Existing profiles:
 - Scientific Officer (Senior)
 - Administrative Officer (Junior)
 - Administration Staff
 - IT Staff
 - Students trainees
- Tasks & salaries are different and depend on experience, complexity of work and results



HRR MANAGEMENT

- Requested Skills:
 - Foreign languages (English);
 - Communication skills;
 - Negotiation skills;
 - Team work;
 - Experience
 - Proactive

“Look beyond technical skills to personality and multiple intelligences – and invest in your human assets”

“Sooner or later every IRO has to perform a cost price calculation”

- Step 1. Name your products
- Step 2. Allocate the costs
- Step 3. Add up the costs

ECON & FIN MAN - OGPI

- OGPI has **no established budget** and no link with the UA budget;
- OGPI budget **depends on** income coming from international projects, training and consultancy;
- **Planning** takes into account the above mentioned activities and the usual success ratio in the different calls;

ECON & FIN MAN - OGPI

- **Financial Management** include the payment of:
 - Salaries to OGPI staff;
 - Suppliers;
 - Partners;
- And also to solve unexpected problems

- **Tools** for economic and financial management:
 - UA software;
 - OGPI software to respect the rules of the European Commission;
 - “OGPI running account” to facilitate urgent payments

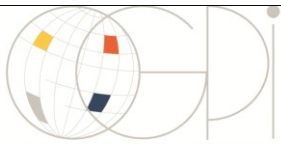
ECON & FIN MAN - OGPI

- The **complexity** of the OGPI economic and financial management:
 - Financial rules; 2 frameworks (internal & EC);
 - Audits;
 - Planning depends on variables
 - Risks

ECONOMIC MANAGEMENT

The University of Alicante, through its Economic Planning Vice-rectorate Office, provides to all the University-dependant bodies two essential “tools” that improve the quality of the costs management:

- The Economic Management Tool (Intranet)
- Manoeuvre Bank Account



ECONOMIC MANAGEMENT

Universidad de Alicante
Servicio de Informática

Universitat d'Alacant
Universidad de Alicante

Gestión Económica
Web de Gestión Universitaria

Buenas tardes _____
Se te ha asignado el perfil PERFIL DE CENTRO DE GASTO
(tu clave ha viajado a través de una conexión segura y ha sido aceptada)

Se encuentran disponibles las siguientes actualizaciones del Manual:

- ◆ Información referente a :
 - ◇ Modificaciones en la tramitación de las Comisiones de Servicio ()

DATOS DE LA CONEXIÓN

Servidor <https://www.ge.ua.es>:443
Te conectas desde 172.19.146.115
Tu navegador es Default v0.0

Fin
Consultas
Control de Acceso
Documentos
Emision Facturas
Gastos
Investigación
Listado Ingresos-Gas
Listados
Manuales
Nomina C6
Noticias

ECONOMIC MANAGEMENT

- Consists on a personalized Intranet program for each dependant-body, it's a safety system that register each "log-in", entries, exits, changes and other actions once logged in.
- Allows us to controll all the expenses of our projects and to carry out the following actions, among other:
 - Outline view of all: money transfers, expenses, payments....
 - Statements: project costs (separated for projects), money transfers, provider payments....
 - View and Print specific Invoices.
 - Costs Control.
 - View and Print specific Pay Slips.

Thank you, Merci, شكرا, Gracias!

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