eunice MANAGEMENT | peer-IR-view project

IROs BENCHMARKING USER GUIDE

IRO Benchmarking user guide

Peer-IR-view

Project n° 2020-1-FR01-KA203-080322

The IRO benchmark is addressed to all Higher Education Institutions International Relations Offices looking at reinforcing a consortium, alliance or network by knowing each other better. It is a set of short surveys that, once answered, allows one to understand at a glance each partners' structure, organisation, activities, tips and best practices strengths and weaknesses, thus creating a knowledge base for the partnership.

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1. General presentation of the tool

1.1. Background and Objectives

Sharing knowledge is crucial to set in motion the process of collaboration and to enhance performance in building an organization, such as a network of higher education institutions (HEI). Thus, gathering various views on activities, levels of expertise, strengths and weaknesses, etc. of each partner is indeed essential for a strategic exchange of knowledge and competences. Yet knowledge exchange still happens far too frequently verbally and informally, and meeting reports often compile scattered and incomplete material. Additionally, it appears to be exceedingly difficult for everyone to contribute to the network's knowledge base, because knowledge is typically found in documents or in co-workers' heads.

We think a solution to this problem is to develop a benchmarking tool for knowledge sharing and crucial information for comparison. In the sector of Internationalisation of HEI, for comparative analysis and strategic prognosis in a network, one could for instance, gather data on IRO structure(s) and activities, compare IRO scope, share one's strength and priorities, etc. in order to constitute a knowledge base for the network.

The Peer-IR-view benchmarking tool is a set of surveys that aims to build an all-in-one benchmark addressed to IROs, allowing a new or already existing partnership or consortium to know each other better in a systematic way. It is divided in four parts that can be used separately:

A. **Institution overview-key data;**
B. **IRO organization within the institution;**
C. **IRO international priorities and strategy;**
D. **IRO operations.**

Once the surveys are answered by all targeted partners, data for each partner institution about IR activities and IR structure(s) involved can be used to explore IRO's affinities and complementarities, as well as variations. It will generate for you and your network the institutional level and consortium-level information. Overall, it contributes to a common organizational culture.

To facilitate the exploration of the data resulting from the surveys, this user guide offers advices and ready-to-use templates that can be applied to each of the surveys' questions.

NB: for the sake of clarity and ease of reading, the term **"International Relations Office"** (IRO) will be used to name all International Relations / Cooperation structures.

1.2. Composition of the tool

Excel Benchmarking source questionnaire

- Sheet 1: General recap of the 5 surveys

- Sheet 2: Survey A - Institution overview-key data
- Sheet 3: Survey B - IRO organisation within the institution
- Sheet 4: Survey C - IRO international priorities and strategy
- Sheet 5: Survey D - IRO operations
- Sheet 6: Dropdown lists for sheets 1 to 5

Besides the questions and answer options, the Excel file details the features of each question such as question type, conditions and mandatory option.

Surveys to be used in LimeSurvey (.lss / .txt)

- Survey A - Institution overview-key data
- Survey B - IRO organization within the institution
- Survey C - IRO international priorities and strategy
- Survey D - IRO operations

PowerPoint templates for data visualisation

- B4_ datavisualisation.pptx
- C8_C9_C10_datavisualisation.pptx

1.3. Description of the surveys

- **Survey A – Institution overview key data**

This first part of the tool could be compared to a fact sheet of the university IRO oriented, as it gives information on facts and figures of each partner.

- **Survey B – IRO organisation within the institution**

This file aims at giving a clear view of the IRO structure of each partner, their relations with the university authorities and their interactions with other departments and services.

- **Survey C – IRO international priorities and strategy**

This survey aims at giving a clear overview of the IRO international priorities and strategy, for instance in terms of geographical areas, operational challenges and Erasmus+ key actions.

- **Survey D – IRO operations**

This survey aims at clearly identifying the IRO staff working in each institution and the activities carried out by each staff member.

2. How to use the surveys

2.1. General approach

Even if all questionnaires can be used in their current state by any IRO consortium or alliance, we strongly encourage users to customise the questionnaires according to their needs and contexts.

The Excel file provided in the toolkit is the source data base of all the LimeSurvey questionnaires. It indicates the questions and answers options and the features of each question such as question type, conditions and mandatory option.

If the surveys are to be modified, we suggest to do it first on this source document before implementing the changes on LimeSurvey.

2.2. Limesurvey software

2.2.1. Short presentation of the software

LimeSurvey is an open source and free software tool that allows users to create online surveys. It is a powerful tool for building long surveys with a complex tree structure.
The tool enables its creator to export the answers, to create statistics and visual aids, as proposed in the section 3. of this manual.
There are also different possibilities for setting up the questionnaire (possibility of saving the URL, management of the invitation, layout etc.). Its display interface is suitable for mobile phones and tablets.
LimeSurvey offers a wide range of question types and allows you to better guide the respondent by blocking certain fields (e.g. 2-digit numerical entry). Questions can be made mandatory, and their appearance can be conditioned.

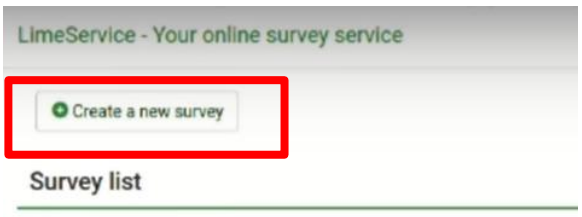
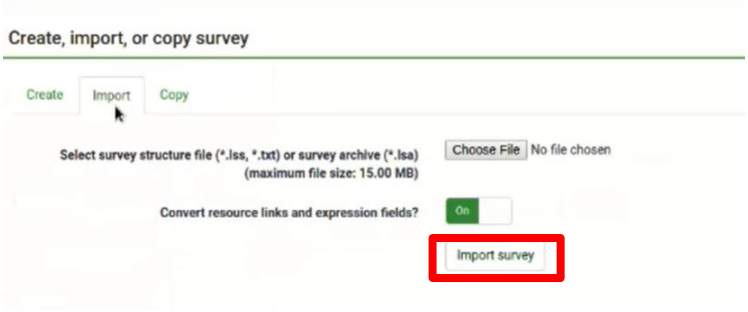
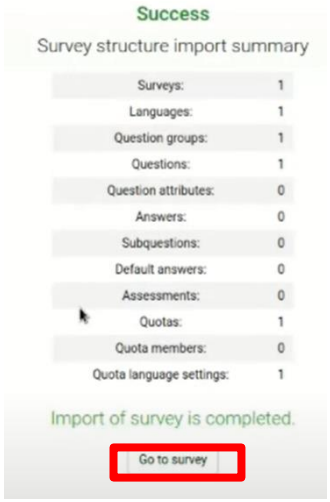
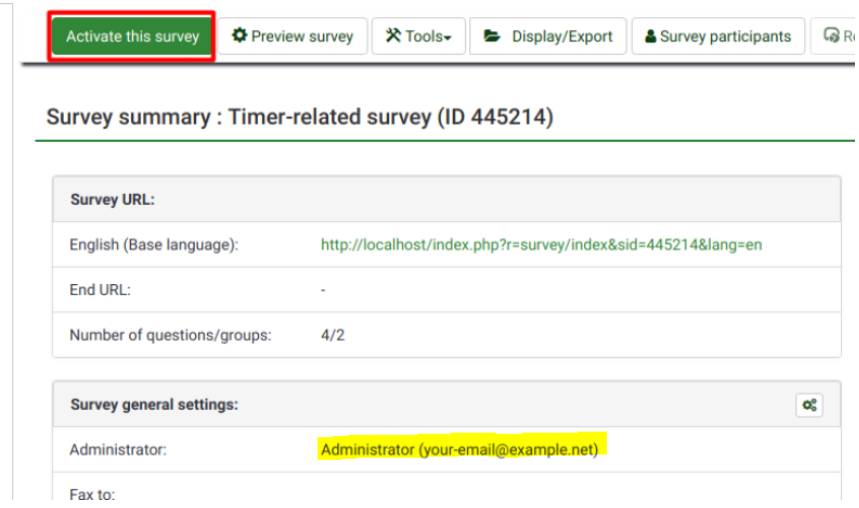
While this user guide only focuses on how to use the IRO Benchmarking features related to LimeSurvey, a very complete manual of the programme is available on the official LimeSurvey website:
https://manual.limesurvey.org/LimeSurvey_Manual

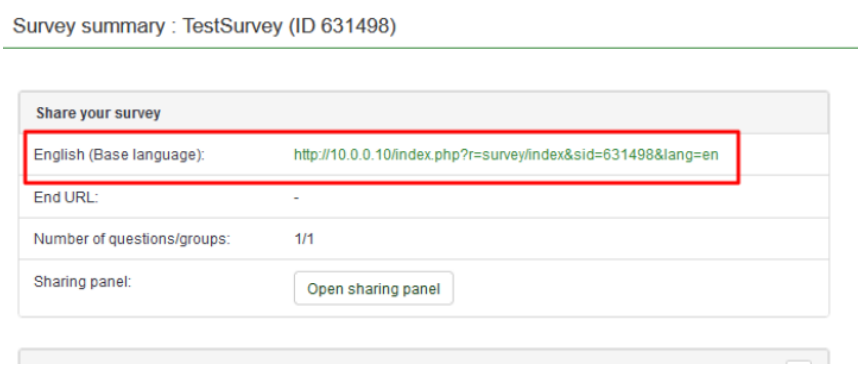
2.2.2. What version we used

The version of the software used for this tool is the following: **Version 3.25.15+210223**

2.2.3. How to import surveys

Here are the steps to follow in order to import a survey on LimeSurvey:

On the home page, click on "Create a new survey"	
Choose the "Import" tab, and then select the survey structure you want to import by clicking on the "Choose File" button. When the file is chosen, click on "Import Survey"	
Once the import is done, you arrive on a page detailing the import report, and you have the possibility to "Go to survey". The survey is now on your LimeSurvey "List of surveys".	
You can now "Activate this Survey". Before doing so, be sure you have added the e-mail address of the survey's *Administrator*	

Once your survey is activated, you can share it by sharing the link. Respondents can now start answering the survey. Every person in possession of the link can answer the survey	

In the version we offer, the survey is shared by sending to the respondent the links of each survey. Another option exists on the software to share surveys: by creating a surveys participants table. Once you have imported the name, surname and e-mail address of the participants, LimeSurvey can manage the sending of invitations and reminders (do not forget to update the e-mail templates). That way, only participants invited through the table can participate in the survey.

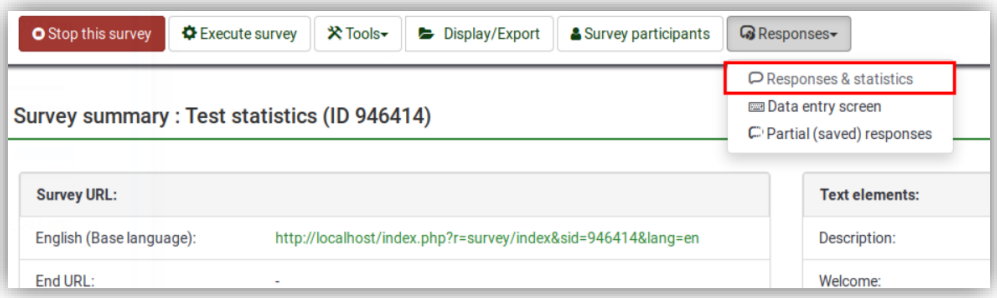
2.2.4. How to modify surveys

If you wish to modify any aspect of the survey (questions, answer options etc.) please refer to the LimeSurvey manual:

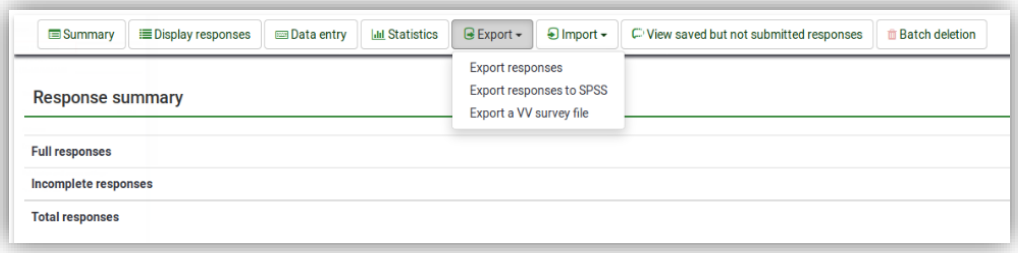
https://manual.limesurvey.org/LimeSurvey_Manual

2.2.5. How to export the answers of the survey

In order to export the results of the survey, click on “Responses” button on the homepage and choose “Responses and statistics” in the dropdown list.

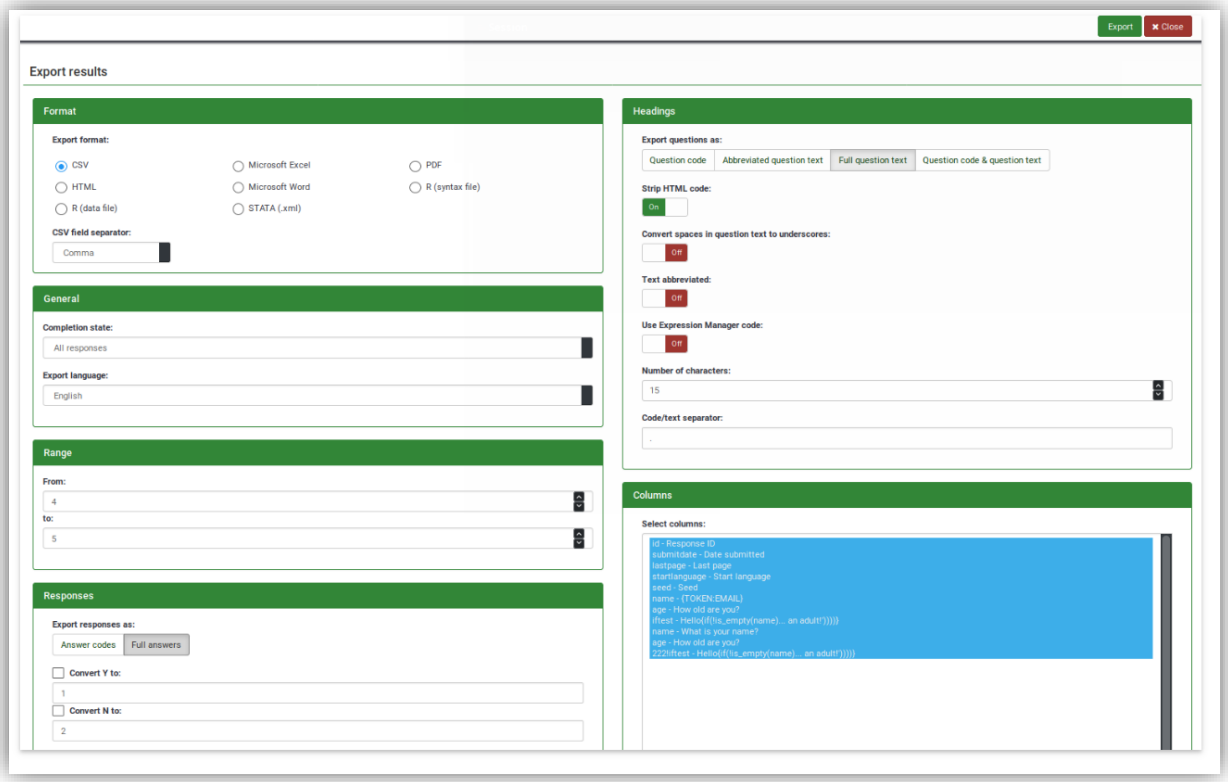


In the *Responses* menu, click on the “Export” button and choose “Export responses” in the dropdown list.



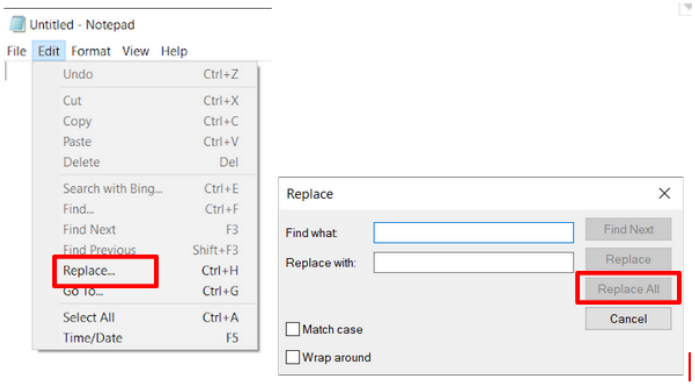
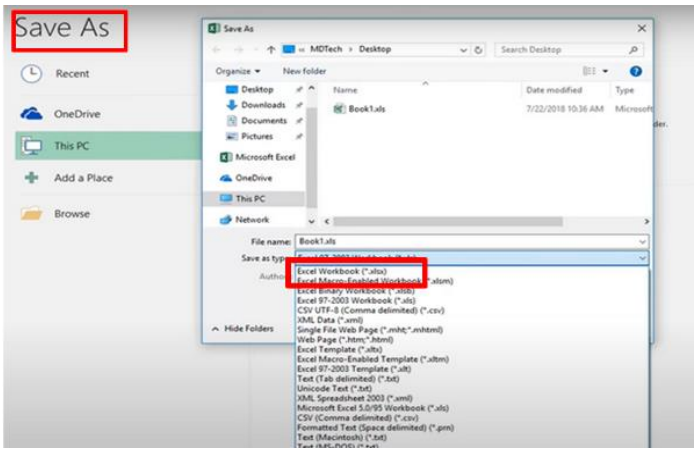
The easiest way is to export the results in the *.csv* format. You then convert the *.csv* Excel format into *.xlsx*, to be able to read and exploit the results.

The other default settings are not to be changed, only if, for example, you wish to download only some columns.



To open the *.csv* document in Excel in a readable way, it needs to be converted to *.xlsx*. An easy way to do so would be the following:

Open the document *.csv* with the Notepad application (on Windows)	

In Notepad, click “Edit” on the menu bar and choose “Replace” in the dropdown list. In “Find what” add a coma and in the “Replace with” add a semicolons. Click on the “Replace all” button. Once you have done it, all the comas in the document will be replaced by semicolons. You can now save the document and close it.	
Reopen the document, this time using *Excel*.	
In Excel, save the document by going to the “Save as” menu. In the “Save as type” dropdown list, choose “Excel Workbook (*.xlsx)”. Your Excel document is now ready to be used.	

You can also refer to the Microsoft online user manual: https://learn.microsoft.com/en-us/power-automate/desktop-flows/how-to/convert-csv-excel

2.3. GDPR edits

In every surveys, a short GDPR text is proposed at the beginning of the questionnaire, in a “yes-no” question form:

*“All information given in this survey will only be used in the framework of our consortium project. Do you agree with the above term? By clicking **Yes**, you consent that you accept this condition.”*

This text can be adapted according to the needs of each consortium.

3. Data visualisation

3.1. General approaches

This section aims at providing optimal and user-friendly data visualisation options for every possible question from the questionnaires.
Two external programmes or softwares are used for this purpose: Flourish and PowerPoint.
The templates built on PowerPoint are provided in the toolbox and can be freely modified by users. The same approach applies for Flourish templates. The only difference is that they are provided through direct links and have to be modified online. A short user guide of Flourish adapted to the needs of the IROs benchmarking is provided in the next section.

Please, note that some data are not relevant to be visualised in charts or graphs. We therefore do not provide templates for the data from these questions but suggest instead to use it in narrative reports.

3.2. Flourish user guide

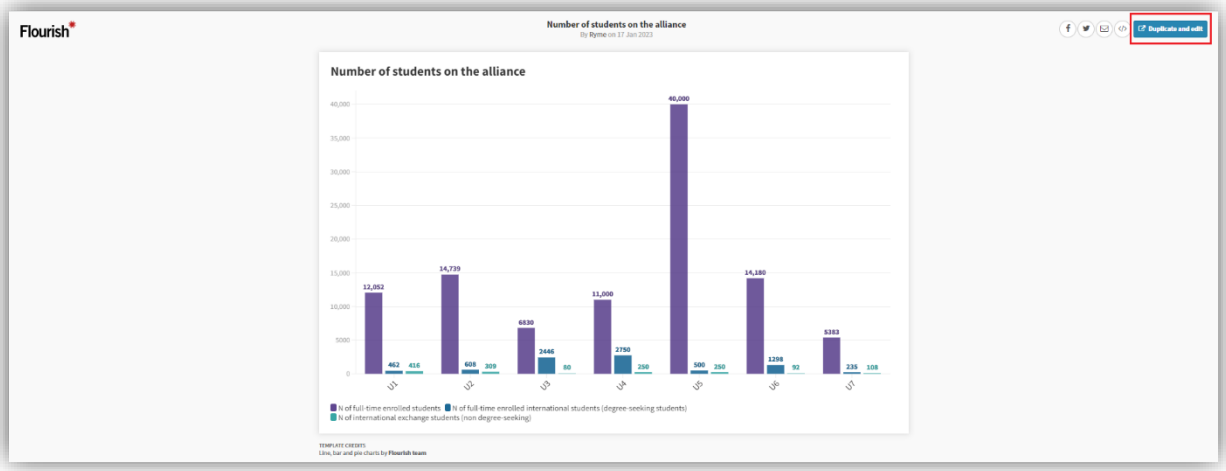
This section aims to facilitate your first user experience with Flourish and to explain how to proceed to use the **IRO benchmarking's templates** described in section 3 with the data provided by your surveys' results

The first step before starting using Flourish is to create a free account:
https://app.flourish.studio/login?redirect=true

Once is done, follow carefully the 4 steps below.

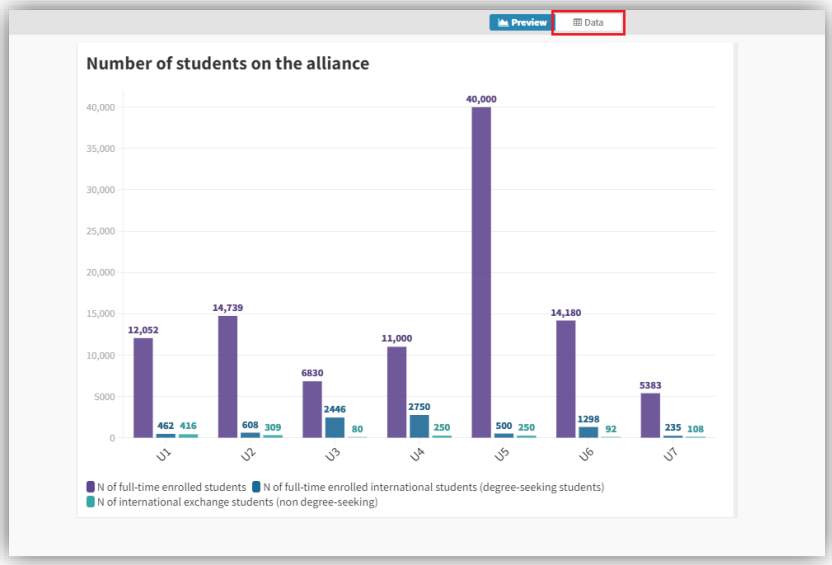
3.2.1. Open and duplicate the template

When opening the template's link provided below, click on the **duplicate and edit button** at the top right hand corner of the window.

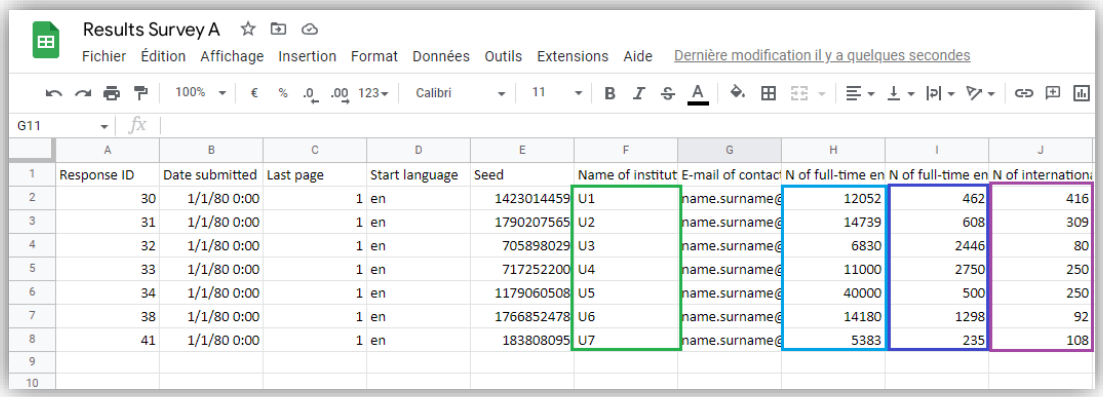


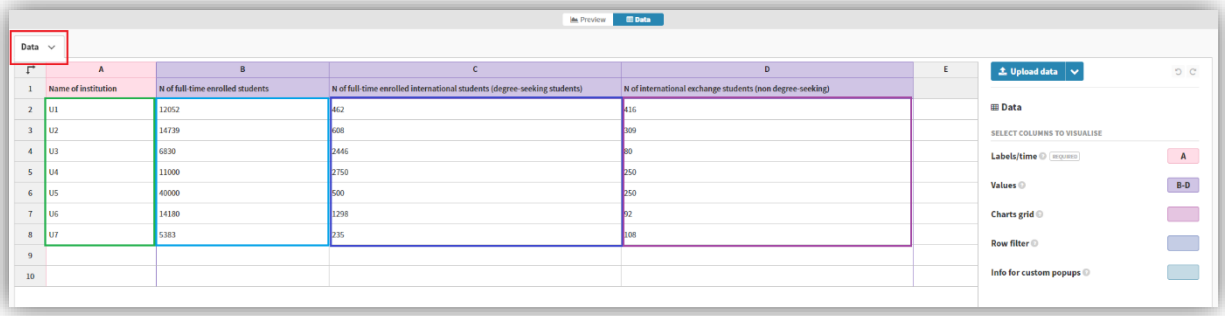
3.2.2. Edit the data

By clicking on the **data button**, you can copy your data from the excel file of the surveys' results.
The data visualisation will change automatically.



Also, as shown on the screenshots below, make sure to copy the data that matches each of the columns. You do not need to copy the first line of each excel document (questions from the survey). Only the data below the first line are needed.



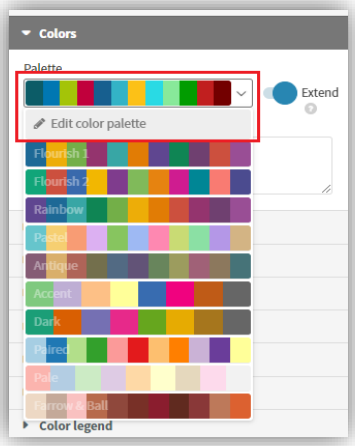


Every time you proceed with a data visualisation using Flourish, do not forget to include the column ***"Name of your institution"*** in the appropriate field. This data is needed for any data visualisation proposed in the **IRO benchmarking guidelines**.

More generally, it is important to pay attention to the coherence of your data visualisation.

If the data visualisation is not working properly, you might most probably solve the issue by going over the data one more time. For instance, some data may not be on the right column or not have been copied correctly.

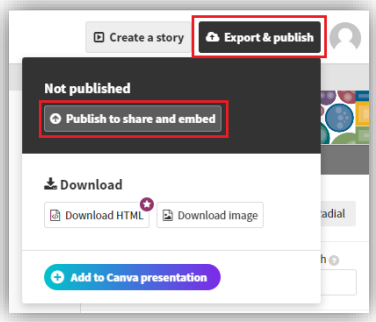
3.2.3. Visualisation colours options



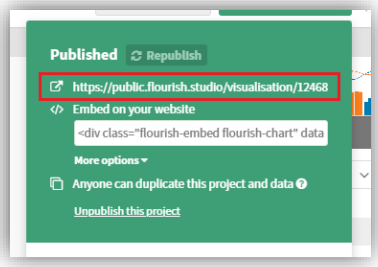
It is recommended to assign one colour to each participating university, for instance by using the university's main graphic charter's colour. You can edit the colour by clicking on the right side of your visualisation preview, as shown on the screenshot opposite.

3.2.4. Export options

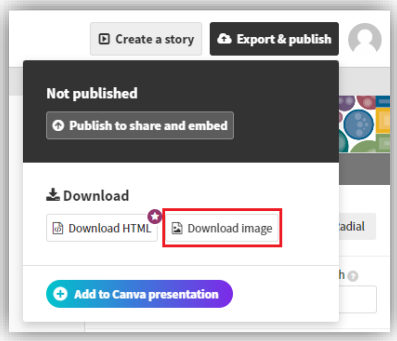
When publishing your visualisation, a link is created and allows any external consulting the link to see your visualisation on the flourish website. You can also add the option to allow external users to edit it with a copy.



This link can also be used to incorporate your data visualisation on a webpage, using WordPress for instance. Displaying your data visualisation on a webpage is the best option to maintain usable the interactive features offered by Flourish.



You can modify your visualisation anytime. Select ***Republish*** will automatically update the visualisation that you shared, without changing the link.



By clicking on ***Download image or add to a Canva presentation,*** a snapshot image (jpeg, PNG, SVG) will be created but the quality will be lower than with webpage exports, which can reduce the readability of some data.

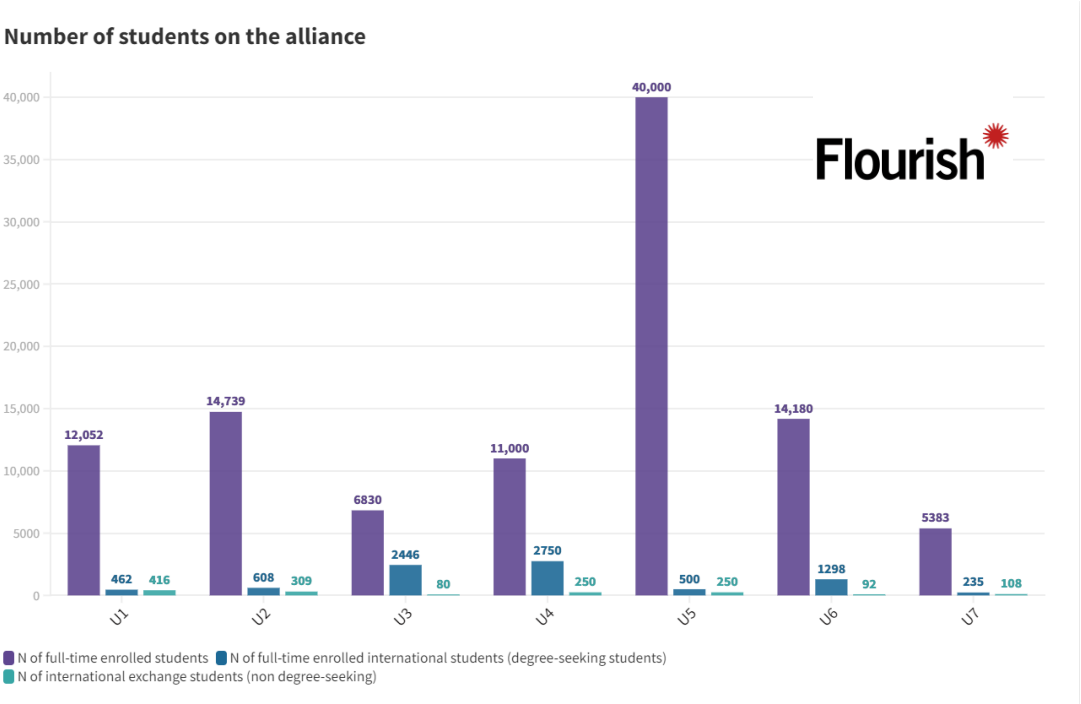
3.3. Survey A

This survey could be compared to a fact sheet of the university which is IRO oriented; it gives information on facts and figures of each partner: key numbers on students and staff, degrees, faculties, campuses, etc.

3.3.1. A1

For the following questions, we recommend using **Bar charts**:

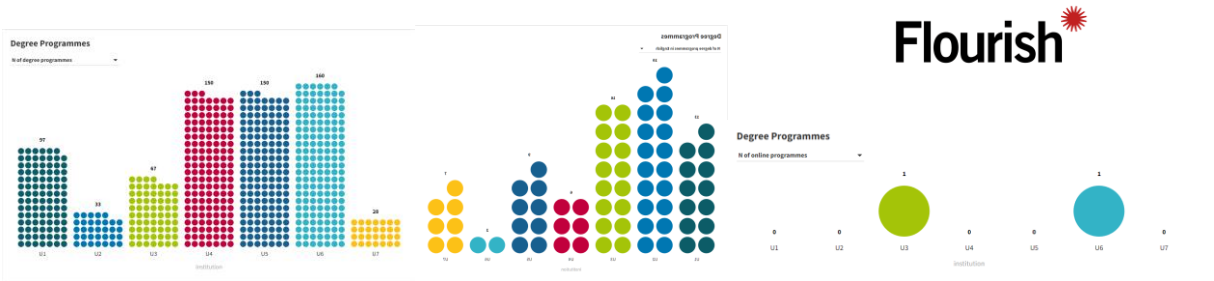
- ***A1*** *- Please provide key data on: [N of full-time enrolled students]*
- ***A1*** *- Please provide key data on : [N of full-time enrolled international students (degree-seeking students)]*
- ***A1*** *- Please provide key data on : [N of international exchange students (non-degree-seeking)]*



Link to the template: https://public.flourish.studio/visualisation/12468483/

For the following questions, we recommend using **multiple bars / packed circles / pie charts**:

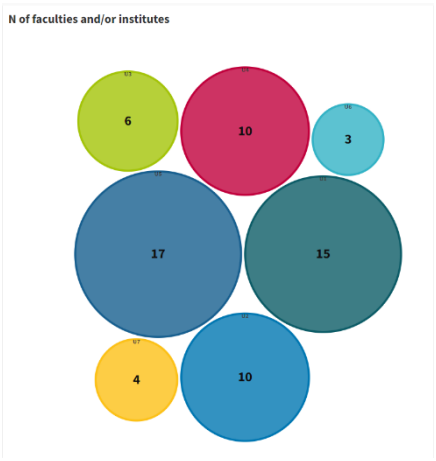
- ***A1*** *- Please provide key data on : [N of degree programmes]*
- ***A1*** *- Please provide key data on : [N of degree programmes in English]*
- ***A1*** *- Please provide key data on : [N of online programmes]*

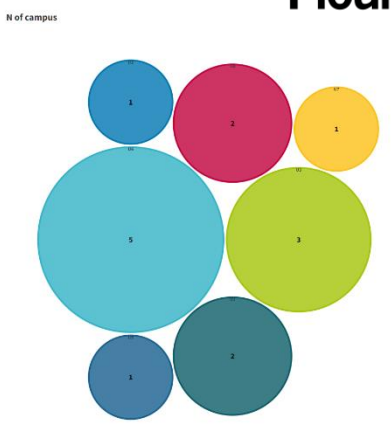


Link to the template: https://public.flourish.studio/visualisation/12468582/

For the following questions, we recommend using **packed circles or bars:**

- ***A1*** *- Please provide key data on : [N of education faculties and/or institutes]*
- ***A1*** *- Please provide key data on : [N of campus]*
- ***A1*** *- Please provide key data on : [N of campus or site outside the country]*





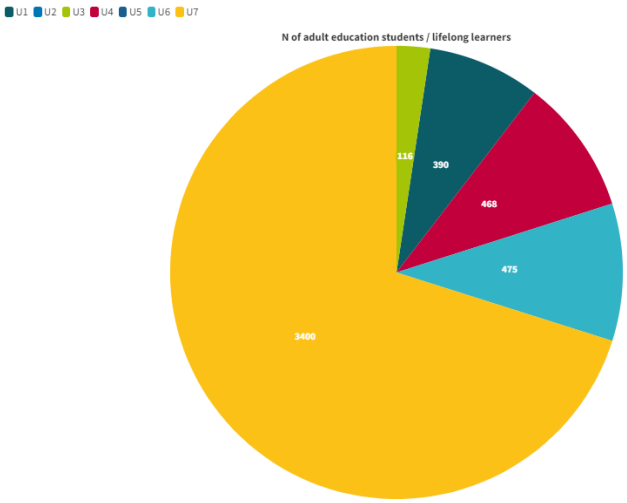
Links to the template:

https://public.flourish.studio/visualisation/12154711/
https://public.flourish.studio/visualisation/12117161/

3.3.2. A2

For the following questions, we recommend using **pie charts**:

- ***A2*** *- Does your university offer adult education / lifelong learning?*
- ***A2a*** *- N of adult education students / lifelong learners*



Link to the template: https://public.flourish.studio/visualisation/12154225/

3.4. Survey B

This survey aims at giving a clear view of the IRO structure of each partner, their relations with the university authorities and their interactions with other departments and services.

3.4.1. B1 to B3, B6 to B9

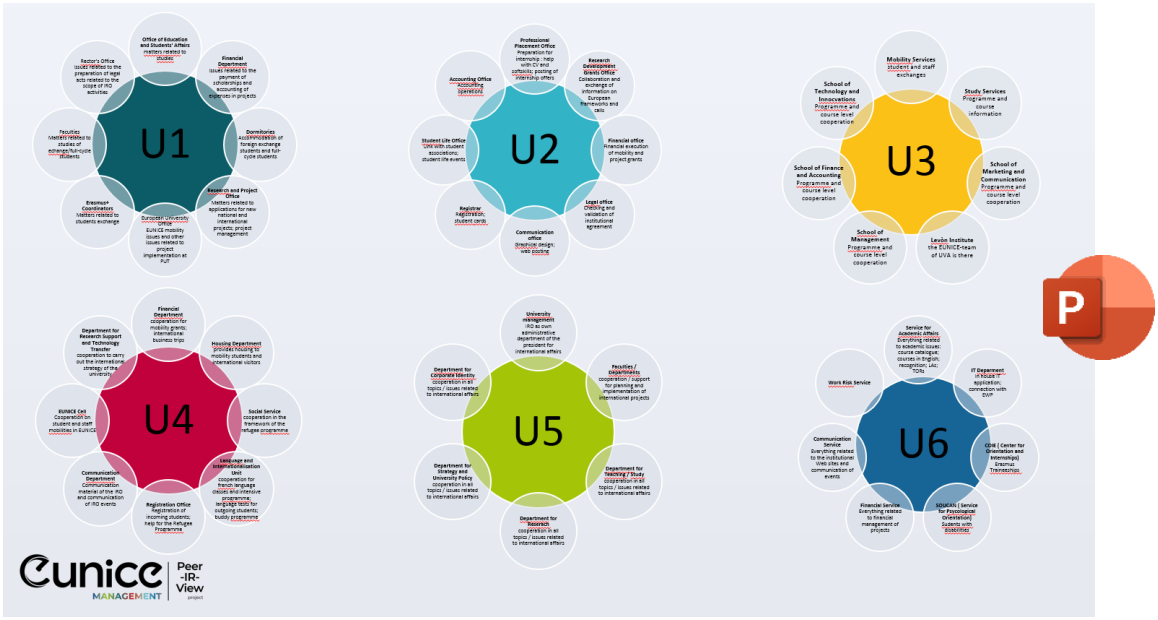
The following questions are **not adapted to data visualisation features** and can be consulted for information and included into **reports**:

- ***B1*** *- What is the name of your IRO (National language)?*
- ***B2*** *- What is the acronym used for your IRO (National language)?*
- ***B3*** *- What is the name of your IRO in English?*
- ***B6*** *- How is the IRO organised in your institution?*
- ***B7*** *- Does it directly depend on the Rectorate?*
- ***B7a*** *- What is the Rectorate's role in relation to your IRO?*
- ***B8*** *- Does your IRO depends on a Vicerrectorate?*
- ***B8a*** *- What is the name of the Vicerrectorate (National langage/English)?*
- ***B8b*** *- What is your Vicerrectorate's role?*
- ***B9*** *- Does your IRO depends on a higher administrative department?*
- ***B9a****- What higher administrative department does it depend on?*
- ***B9b*** *- What is the role of the higher administrative department?*

3.4.2. B4

For the following questions, we recommend using **Venn diagrams on PowerPoint** (template available in the toolkit):

- ***B4*** *- Is your IRO working together with other Services/departments for definite tasks?*
- ***B4a*** *- Please, list the services/departments and the cooperation you have with them.*



- **Name of the file:** B4_ datavisualisation.pptx

3.4.3. B5

For the following questions, we recommend using **multiple bars (or bar chart and packed circle):**

- ***B5*** *- How many staff members are there in you IRO?*

Link to the template: https://public.flourish.studio/visualisation/12170235/

3.5. Survey C

This survey aims at giving a clear overview of the IRO international priorities and strategy, for instance in terms of geographical areas, operational challenges and Erasmus+ key actions.

3.5.1. C1 to C4

The following questions are **not adapted to data visualisation features** and can be consulted for information and included into **reports**:

- ***C1*** *- Does your institution have a defined IR strategy?*
- ***C2*** *– Does an IR strategy document exist in your institution?*
- ***C2a*** *- If yes; is it public or private/internal*
- ***C2b*** *- If available online; please; indicate where to find it.*
- ***C3*** *- Is the IR strategy related to the overall strategy of the University*
- ***C4*** *- Does your institution have a special strategic international department or unit next to the IRO?*
- ***C4a*** *- What is the name of this special strategic international department or unit?*

3.5.2. C5, C6, C7

For the following questions, we recommend using **a dot visualisation map:**

- ***C5-C6-C7*** *- What is the [first/second/third] geographical priorities of your institution?*

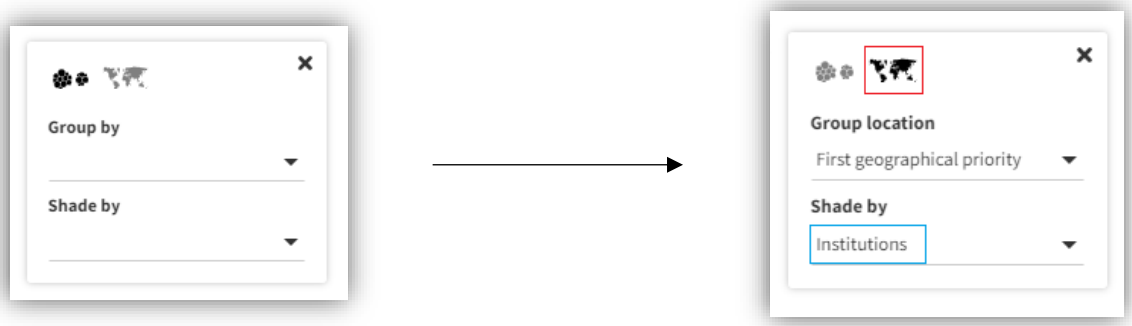
Link to the template: https://public.flourish.studio/visualisation/12367428/

Additional instructions

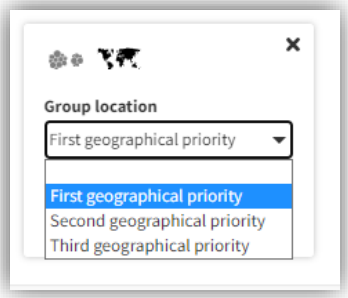
Next to the visualisation, a panel is available to control what you want to see in your data visualisation.

To visualise correctly the data, do not forget to **choose the correct controls** on the panel as shown in the screenshots below:

- **Map icon**
- **Shade by: Institutions**



In **Group Location** you must select the data you want to see.



3.5.3. C8, C9, C10

For the following questions, we recommend using **vertical lists on PowerPoint** (template available in the toolkit):

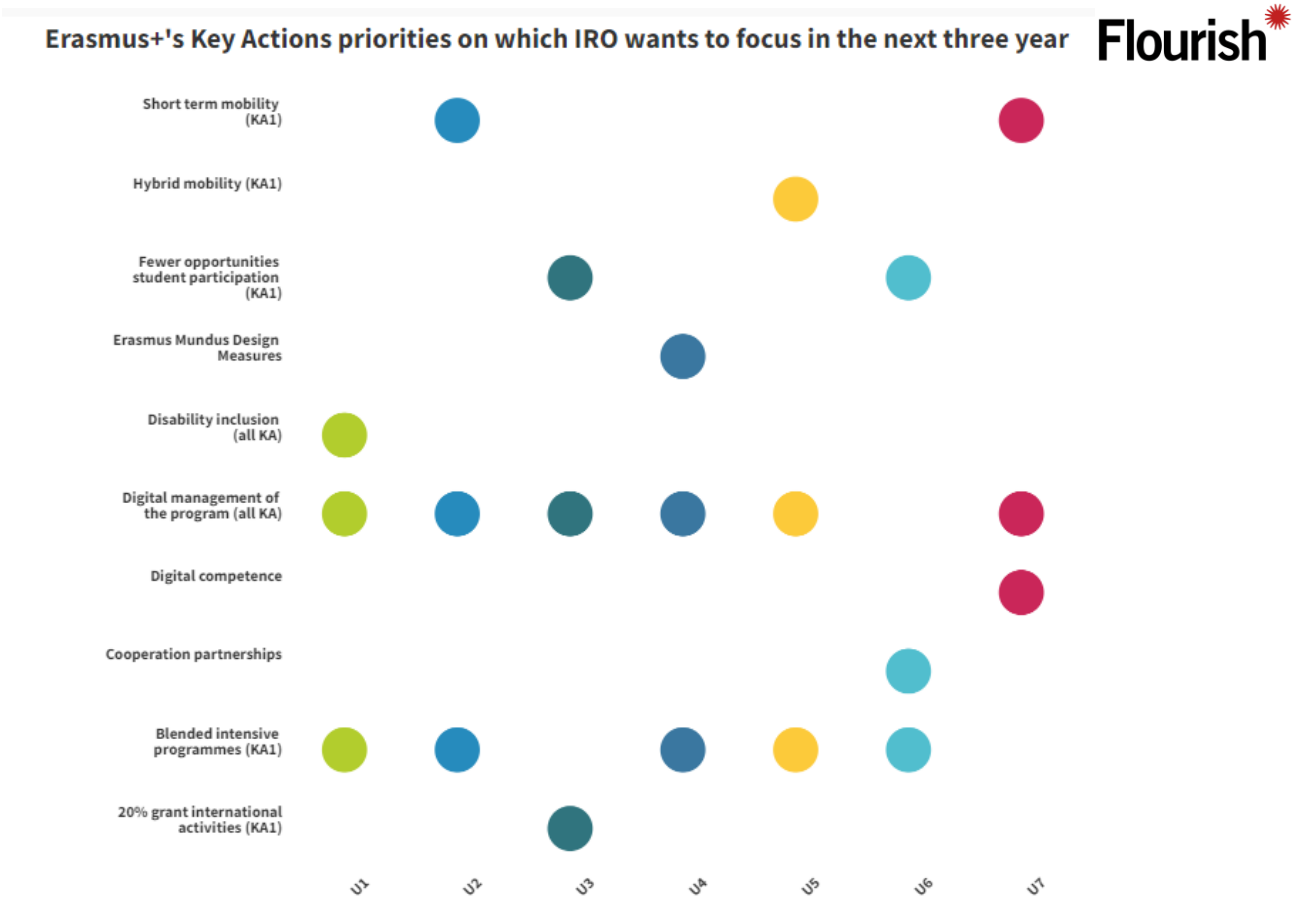
- ***C8*** *- Please share three expressed/explicit international strategic goals that are promoted at your institution; in order of importance*
- ***C9*** *- Please share three challenges of your IRO related to the implementation of your institution strategy*
- ***C10*** *- Please share three operational challenges you have at the level of the IRO*

Name of the file: C8_C9_C10_datavisualisation.pptx

3.5.4. C11

For the following questions, we recommend using **a dot visualisation:**

- ***C11*** *- Please share three priorities among the new features of the Erasmus+'s Key Actions on which your IRO wants to focus in the next three years. Choose only the three most relevant ones to your IRO from all those available and leave the rest in the 'no answer' column*

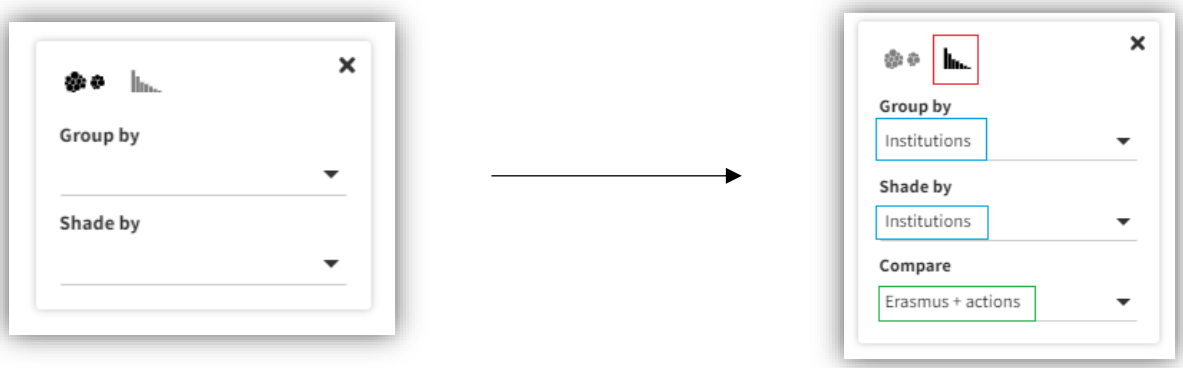


Link to the template: https://public.flourish.studio/visualisation/12400012/

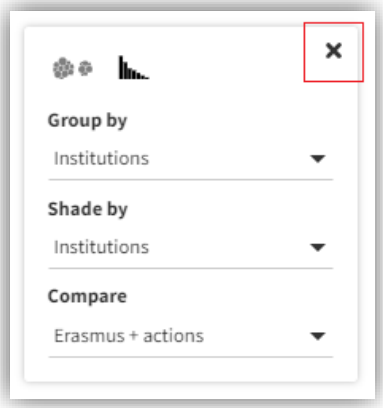
Next to the visualisation, a panel is available to control what you want to see in your data visualisation.

To visualise correctly the data, do not forget to **choose the correct controls** on the panel:

- **Bar icon**
- **Shade by: Institutions**
  Once ***Shade by*** is selected you must choose:
- **Group by: "Institutions"**
- **Compare: "Erasmus + actions"**



You must choose to **hide the panel** for a better view of your data visualisation.



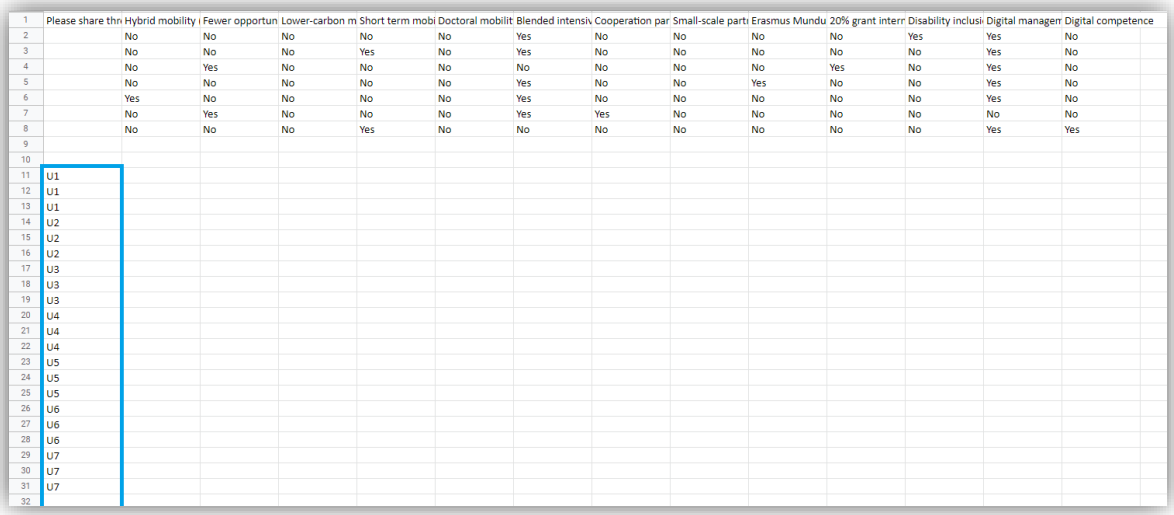
Warning:

The excel export from the survey cannot be used directly on flourish. Before copying the data on Flourish, it matters to display the data in a way that flourish will be able to read the data properly and visualise them correctly.

For doing so, we suggest to do it manually directly on excel.

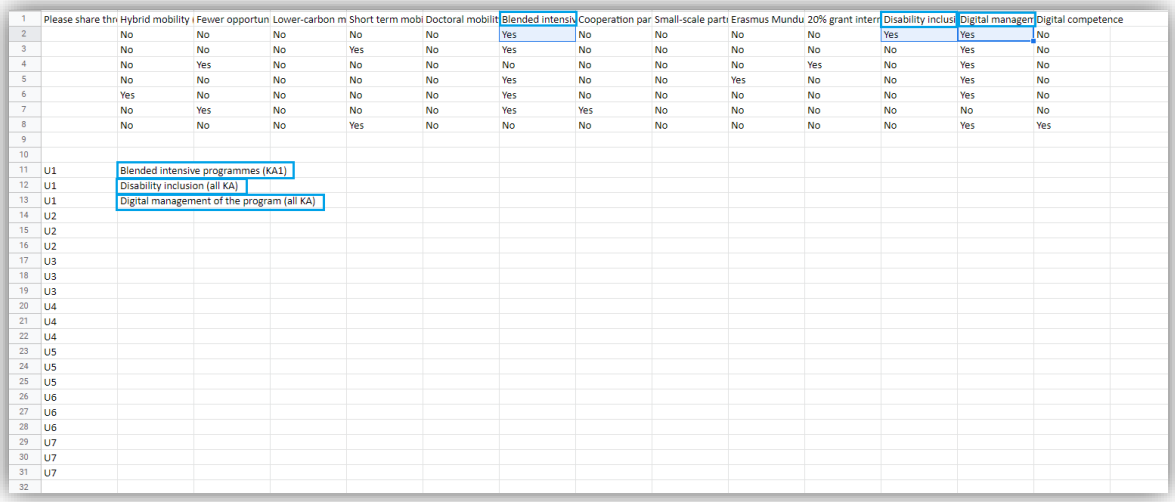
The purpose is to only have two columns: the first one for the partner institutions and the second one for the Erasmus keys Action (instead of “Yes” and “No”).

Step 1 – In the first column of the excel file, below the answers or in a new sheet, create three lines in a row for each institution, one institution after the other, as shown in the screenshot below.



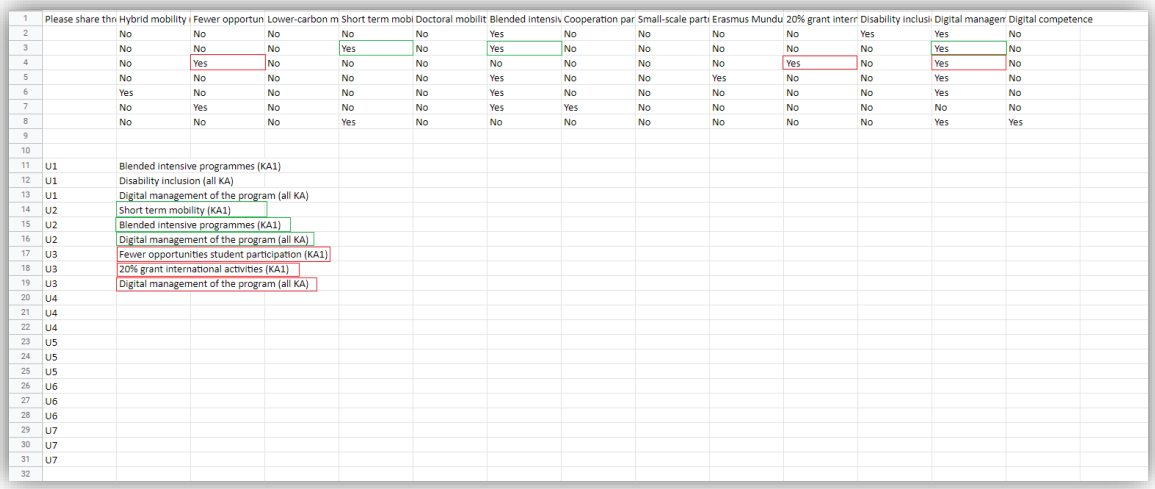
	Please share thr	Hybrid mobility (	Fewer opportun	Lower-carbon m	Short term mobi	Doctoral mobilit	Blended intensi	Cooperation par	Small-scale parti	Erasmus Mundu	20% grant interr	Disability inclusi	Digital managem	Digital competence
2		No	No	No	No	No	Yes	No	No	No	No	Yes	Yes	No
3		No	No	No	Yes	No	Yes	No	No	No	No	No	Yes	No
4		No	Yes	No	No	No	No	No	No	No	Yes	No	Yes	No
5		No	No	No	No	No	Yes	No	No	Yes	No	No	Yes	No
6		Yes	No	No	No	No	Yes	No	No	No	No	No	Yes	No
7		No	Yes	No	No	No	Yes	Yes	No	No	No	No	No	No
8		No	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes
9														
10														
11	U1													
12	U1													
13	U1													
14	U2													
15	U2													
16	U2													
17	U3													
18	U3													
19	U3													
20	U4													
21	U4													
22	U4													
23	U5													
24	U5													
25	U5													
26	U6													
27	U6													
28	U6													
29	U7													
30	U7													
31	U7													
32														

Step 2 – In the second column, copy the heading that matches the answer “Yes”. One line for one answer.



	Please share thr	Hybrid mobility	Fewer opportun	Lower-carbon m	Short term mobi	Doctoral mobilit	Blended intensi	Cooperation par	Small-scale parti	Erasmus Mundu	20% grant interr	Disability inclusi	Digital managem	Digital competence
2		No	No	No	No	No	Yes	No	No	No	No	Yes	Yes	No
3		No	No	No	Yes	No	Yes	No	No	No	No	No	Yes	No
4		No	Yes	No	No	No	No	No	No	No	Yes	No	Yes	No
5		No	No	No	No	No	Yes	No	No	Yes	No	No	Yes	No
6		Yes	No	No	No	No	Yes	No	No	No	No	No	Yes	No
7		No	Yes	No	No	No	Yes	Yes	No	No	No	No	No	No
8		No	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes
9														
10														
11	U1	Blended intensive programmes (KA1)												
12	U1	Disability inclusion (all KA)												
13	U1	Digital management of the program (all KA)												
14	U2													
15	U2													
16	U2													
17	U3													
18	U3													
19	U3													
20	U4													
21	U4													
22	U4													
23	U5													
24	U5													
25	U5													
26	U6													
27	U6													
28	U6													
29	U7													
30	U7													
31	U7													
32														

Repeat the action for each institution.



	Please share thr	Hybrid mobility	Fewer opportun	Lower-carbon m	Short term mobi	Doctoral mobilit	Blended intensi	Cooperation par	Small-scale parti	Erasmus Mundu	20% grant interr	Disability inclusi	Digital managem	Digital competence
2		No	No	No	No	No	Yes	No	No	No	No	Yes	Yes	No
3		No	No	No	Yes	No	Yes	No	No	No	No	No	Yes	No
4		No	Yes	No	No	No	No	No	No	No	Yes	No	Yes	No
5		No	No	No	No	No	Yes	No	No	Yes	No	No	Yes	No
6		Yes	No	No	No	No	Yes	No	No	No	No	No	Yes	No
7		No	Yes	No	No	No	Yes	Yes	No	No	No	No	No	No
8		No	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes
9														
10														
11	U1	Blended intensive programmes (KA1)												
12	U1	Disability inclusion (all KA)												
13	U1	Digital management of the program (all KA)												
14	U2	Short term mobility (KA1)												
15	U2	Blended intensive programmes (KA1)												
16	U2	Digital management of the program (all KA)												
17	U3	Fewer opportunities student participation (KA1)												
18	U3	20% grant international activities (KA1)												
19	U3	Digital management of the program (all KA)												
20	U4													
21	U4													
22	U4													
23	U5													
24	U5													
25	U5													
26	U6													
27	U6													
28	U6													
29	U7													
30	U7													
31	U7													
32														

Step 3. The final result can be copied in Flourish.

U1	Blended intensive programmes (KA1)
U1	Disability inclusion (all KA)
U1	Digital management of the program (all KA)
U2	Short term mobility (KA1)
U2	Blended intensive programmes (KA1)
U2	Digital management of the program (all KA)
U3	Fewer opportunities student participation (KA1)
U3	20% grant international activities (KA1)
U3	Digital management of the program (all KA)
U4	Blended intensive programmes (KA1)
U4	Erasmus Mundus Design Measures
U4	Digital management of the program (all KA)
U5	Hybrid mobility (KA1)
U5	Blended intensive programmes (KA1)
U5	Digital management of the program (all KA)
U6	Fewer opportunities student participation (KA1)
U6	Blended intensive programmes (KA1)
U6	Cooperation partnerships
U7	Short term mobility (KA1)
U7	Digital management of the program (all KA)
U7	Digital competence

3.6. Survey D

This survey aims at clearly identifying the IRO staff working in each institution and the activities carried out by each staff member.

3.6.1. D1 to D4

The following questions are **not adapted to data visualisation features** and can be consulted for information and included into **reports**:

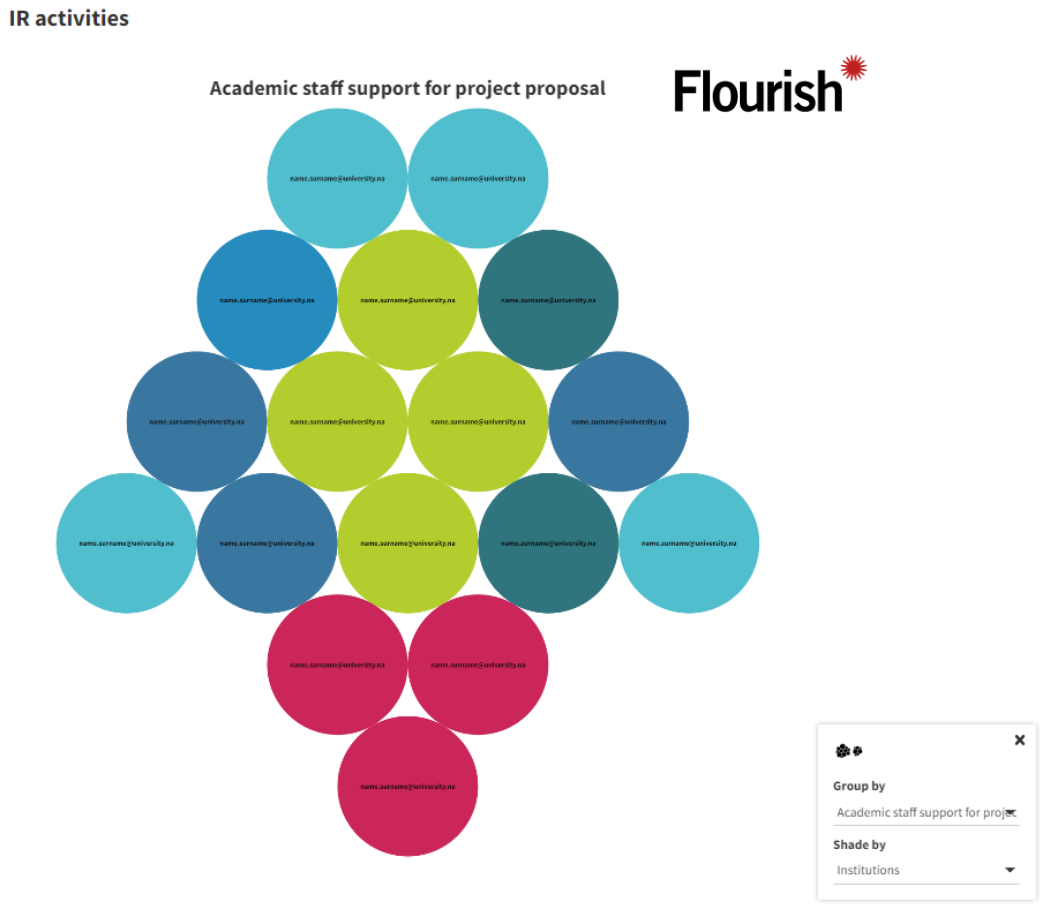
- ***D1*** *– What is the name of your IRO (National language)*
- ***D2*** *– What is the acronym used (National language)*
- ***D3*** *– What is the name of your IRO in English?*

*The question **D4 - How many staff members are there in your IRO?** is the same as **B5** and you can of course use the B5 template. However, the purpose of this question in the survey D is to indicate fields of activity for each staff member and to allow the inputs of **D5** (see next section).*

3.6.2. D5

For the following questions, we recommend using **a dot visualisation:**

- ***D5*** *- Staff emails address*
- ***D5a*** *- ist of activities*

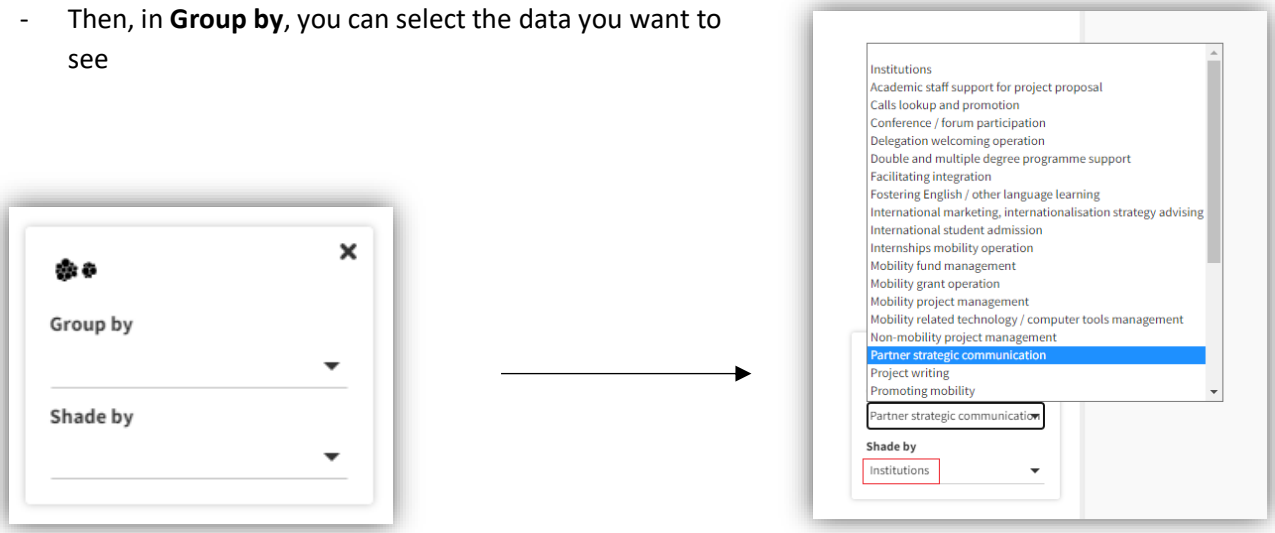


Link of the template: https://public.flourish.studio/visualisation/12368017/

Next to the visualisation, a panel is available to control what you want to see in your data visualisation.

To visualise correctly the data, don't forget **to choose the correct controls** on the panel:

- First, **shade by: Institutions**
- Then, in **Group by**, you can select the data you want to see



Warning:

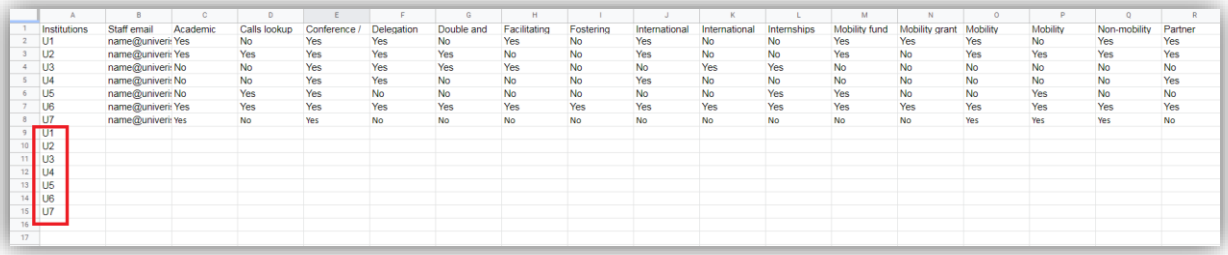
The excel export from the survey cannot be used directly on Flourish. Before copying the data on Flourish, it matters to display the data in a way that Flourish will be able to read the data properly and visualise them correctly.

For doing so, we suggest to do it manually directly on excel.

The purpose is to move the answers under one column.

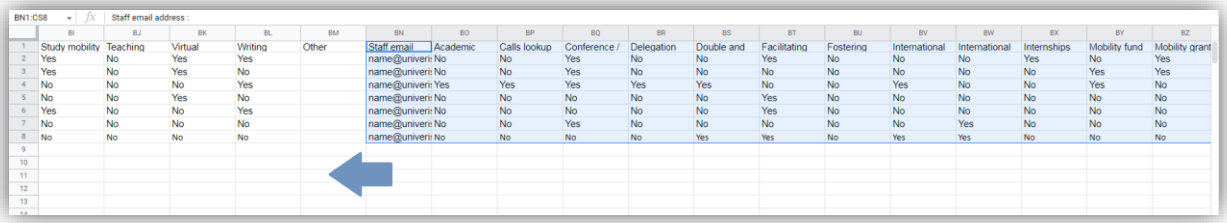
Step 1. Copy the institutions cells in a row as many time as there are answers. One answer = one staff email.

For instance, if the highest number of staff for one institution is 15, you will have to copy the institutions cells in a row 15 times.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Institutions	Staff email	Academic	Calls lookup	Conference /	Delegation	Double and	Facilitating	Fostering	International	International	Internships	Mobility fund	Mobility grant	Mobility	Mobility	Non-mobility	Partner
2	U1	name@univers	Yes	No	Yes	Yes	No	Yes	No	Yes	No	No	Yes	Yes	Yes	No	Yes	Yes
3	U2	name@univers	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes
4	U3	name@univers	No	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	No	No	No
5	U4	name@univers	No	No	Yes	Yes	No	No	No	Yes	No	No	No	No	No	No	No	Yes
6	U5	name@univers	No	Yes	Yes	No	No	No	No	No	No	Yes	Yes	No	No	Yes	No	No
7	U6	name@univers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	U7	name@univers	Yes	No	Yes	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	No
9	U1																	
10	U2																	
11	U3																	
12	U4																	
13	U5																	
14	U6																	
15	U7																	
16																		
17																		

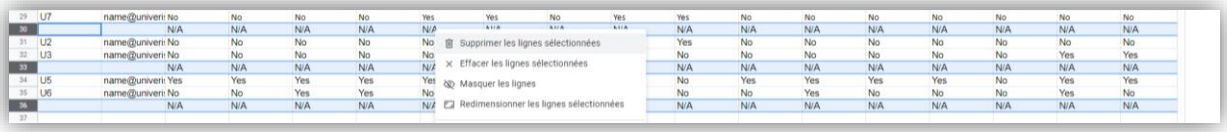
Step 2. Go to the second “staff email” column. Cut and paste all the columns from “Staff email” to “other” (before the next “staff email” column) below the first entry so that only one column remains. Repeat the action for each “staff email” column.



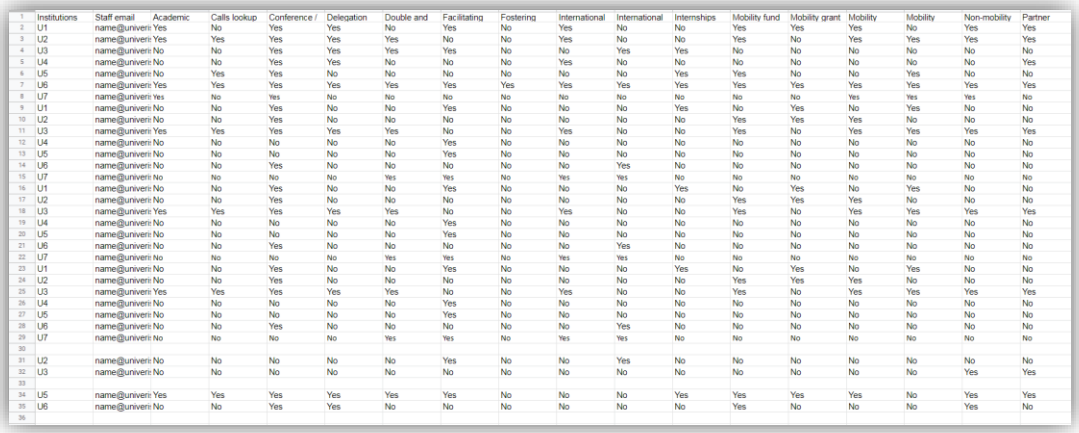
BN1:CS8 | Staff email address :

	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ
1	Study mobility	Teaching	Virtual	Writing	Other	Staff email	Academic	Calls lookup	Conference /	Delegation	Double and	Facilitating	Fostering	International	International	Internships	Mobility fund	Mobility grant
2	Yes	No	Yes	Yes		name@univers	No	No	Yes	No	No	Yes	No	No	No	Yes	No	Yes
3	Yes	No	Yes	No		name@univers	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes
4	No	No	No	Yes		name@univers	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	Yes	No
5	No	No	Yes	No		name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No
6	Yes	No	No	Yes		name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No
7	No	No	No	No		name@univers	No	No	Yes	No	No	No	No	No	Yes	No	No	No
8	No	No	No	No		name@univers	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No	No
9																		
10																		
11																		
12																		
13																		

Step 3. If there is N/A cells, they must be deleted.



Step 4. The final result can be copied in Flourish:



	Institutions	Staff email	Academic	Calls lookup	Conference /	Delegation	Double and	Facilitating	Fostering	International	International	Internships	Mobility fund	Mobility grant	Mobility	Mobility	Non-mobility	Partner
2	U1	name@univers	Yes	No	Yes	Yes	No	Yes	No	Yes	No	No	Yes	Yes	Yes	No	Yes	Yes
3	U2	name@univers	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes
4	U3	name@univers	No	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	No	No	No
5	U4	name@univers	No	No	Yes	Yes	No	No	No	Yes	No	No	No	No	No	No	No	Yes
6	U5	name@univers	No	Yes	Yes	No	No	No	No	No	No	Yes	Yes	No	No	Yes	No	No
7	U6	name@univers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	U7	name@univers	Yes	No	Yes	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	No
9	U1	name@univers	No	No	Yes	No	No	Yes	No	No	No	Yes	No	Yes	No	Yes	No	No
10	U2	name@univers	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No
11	U3	name@univers	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes
12	U4	name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
13	U5	name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
14	U6	name@univers	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No
15	U7	name@univers	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No	No	No	No	No	No
16	U1	name@univers	No	No	Yes	No	No	Yes	No	No	No	Yes	No	Yes	No	Yes	No	No
17	U2	name@univers	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No
18	U3	name@univers	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes
19	U4	name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
20	U5	name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
21	U6	name@univers	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No
22	U7	name@univers	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No	No	No	No	No	No
23	U1	name@univers	No	No	Yes	No	No	Yes	No	No	No	Yes	No	Yes	No	Yes	No	No
24	U2	name@univers	No	No	Yes	No	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No
25	U3	name@univers	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes
26	U4	name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
27	U5	name@univers	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
28	U6	name@univers	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No
29	U7	name@univers	No	No	No	No	Yes	Yes	No	Yes	Yes	No	No	No	No	No	No	No
30																		
31	U2	name@univers	No	No	No	No	No	Yes	No	No	Yes	No	No	No	No	No	No	No
32	U3	name@univers	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes
33																		
34	U5	name@univers	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes
35	U6	name@univers	No	No	Yes	Yes	No	No	No	No	No	No	Yes	No	No	No	Yes	No
36																		

3.6.3. D25, D26, D27

The following questions are **not *yet* adapted to data visualisation features** and can be consulted for information and included into **reports**:

- ***D25*** *– Please, let us know the level of involment of your IRO in those activities today*
- ***D26*** *– Please type the number of staff involved in each one of the following tasks*
- ***D27*** *– Considering the tasks named in the previous question, what is the degree of specialisation and expertise in your institution?*