**Local Coordination Team**

As part of the full proposal for the creation of a C-CoDE (Center of Competence), please provide the following information about the persons who will be appointed to manage and coordinate the initiative:

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| Name of Institution |  |

1. **Project Leader**

Main duties: Have overall responsibility for the initiative and promote it within the institution;

Ensure the overall coordination with all involved entities of the institution.

Profile: Academic, part of the management of the institution, whose responsibilities are related to the educational aspects of the project.

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| --- | --- |
| Last Name |  |
| First Name |  |
| Title |  |
| Position in the institution |  |
| Email Address |  |
| Telephone (include country code) |  |
| Relevant academic qualifications |  |

Current (or prior) experience in a relevant role (maximum 200 words):

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1. **Academic Coordinator**

Main duties: Liaise with fellow faculty members;

Identify, animate and motivate a cohort of 20 to 30 instructors throughout the training programme of digital education.

Profile: Senior faculty member with active teaching duties; strong interest in pedagogy and digital education; actively involved in the educational matters of the institution.

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| Last Name |  |
| First Name |  |
| Title |  |
| Position in the institution |  |
| Email Address |  |
| Telephone (include country code) |  |
| Relevant academic qualifications |  |

Current (or prior) experience in a relevant role (maximum 200 words):

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1. **Technical Coordinator**

Main duties: Translate the technical (IT and infrastructure) needs of the initiative into concrete proposals for the management of the institution;

Coordinate the implementation of the IT (connectivity, access to terminals, LMS) and technical (multimedia production studio, training room) infrastructure needs of the initiative.

Profile: Permanent staff with experience in managing complex internal projects, preferably related to technical infrastructure and facilities;

Very good IT skills, especially related to the deployment and management of university-wide IT systems. Knowledge of setting up/using an LMS is desirable.

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| Title |  |
| Last Name |  |
| First Name |  |
| Position in the institution |  |
| Email Address |  |
| Telephone (include country code) |  |
| Relevant academic qualifications |  |

Current (or prior) experience in a relevant role (maximum 200 words):

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