SECRA WORKPLAN

	Tasks	2021												2022												2023												2024					
	Calendar month	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
	Project month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
WP1	**Mapping the Collaborative Landscape**																																										
1.1	Conducting Document Studies on Collaborative Frameworks																																										
1.2	Conducting Social Network Analyses																																										
1.3	Mapping the Institutional Landscape at Partner Institutions																																										
1.4	Conducting Market Analyses (secondary data)																																										
WP2	**Institutional Landscape Optimization**																																										
2.1a	Developing the UEC Relational Framework																																										
2.1b	Testing and Re-evaluating the UEC Relational Framework																																										
2.2a	Preparing Policy Briefs (Thailand)																																										
2.2b	Preparing Policy Briefs (Philippines)																																										
2.2c	Preparing Policy Briefs (Sri Lanka)																																										
2.3	Preparing Material and Running Workshops																																										
2.4a	Policy dialogue (Thailand)																																										
2.4b	Policy dialogue (Philippines)																																										
2.4c	Policy dialogue (Sri Lanka)																																										
WP3	**UEC Community of Practice**																																										
3.1	Developing an online platform for UEC																																										
3.2	Preparing Material and Running On-Site Training Sessions																																										
3.3	Preparing Material and Running Online Training Sessions																																										
3.4	Conducting Social Network Analyses (snapshot)																																										
3.5	Maintaining and Adjusting the Online Platform for UEC																																										
WP4	**Innovation and Enterprise**																																										
4.1	Carrying out a Corporate Start-Up Lab																																										
4.2	Preparing and Running University-Enterprise Engagement Days																																										
4.3	Promoting Equity and Diversity Within Innovation and Enterprise																																										
4.4	Preparing Material and Running Online Training Sessions																																										
4.5	Partner Institution Staff Mobility																																										
WP5	**UEC Compass**																																										
5.1a	Developing the UEC Compass Model and Tool																																										
5.1b	Adjusting the UEC Compass Tool																																										
5.1c	Applying the UEC Compass Tool																																										
5.2	Preparing Material and Running On-Site Training Sessions																																										
5.3	Developing and Applying Sensitization Programme																																										
5.4	Preparing Material and Running Online Training Sessions																																										
WP6	**Dissemination and Exploitation**																																										
6.1	Developing a Dissemination and Exploitation Strategy																																										
6.2	Developing and Maintaining the Project Website																																										
6.3	Producing Quarterly Newsletters																																										
6.4	Writing, Coordinating and Releasing Press Releases																																										
6.5	Producing Marketing Material																																										
6.6	Writing Articles in Local Trade Publications																																										
6.7	Keeping an Active Online/Social Media Presence																																										
6.8a	Drafting a Sustainability and Continuity Plan																																										
6.8b	Revising the Sustainability and Continuity Plan																																										
6.9	Holding Final Event																																										
WP7	**Quality Assurance**																																										
7.1	Establishing Quality Assurance Plan																																										
7.2	Setting up Monitoring Mechanisms																																										
7.3	Conducting Ongoing Evaluations																																										
7.4	Conducting Annual Review																																										
WP8	**Project Management**																																										
8.1	General Project Administration																																										
8.2	Financial Administration																																										
8.3	Establishing a Project Management Plan																																										
8.4	Establishing a Risk Management Protocol																																										
8.5	Preparing and Holding Kick-Off Meeting																																										
8.6	Holding Management Meetings On-Site and Online																																										
8.7	Compiling Interim and Final Reports																																										