Guidelines for the Action Plans

Indicaciones para los Planes de Acción

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March 2020

(Last review, July 2022)

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Workshop with Columbus

- 16th March 2020

- Two Latin American partners presented their action plans
  - Jimena Pascual from PUCV (Chile)
    - Institutional approach: collaboration with the decision-makers of the institution to integrate the action plan in the processes of the institution
  - Vilma Viviana Ojeda and Sonia Contreras from UTB (Colombia)
    - Self-assessment based: they used the self-assessment to identify their needs

- The session was recorded and it is available here: https://drive.google.com/open?id=1vbzhQOxIAb8g7-JOHsDnBuOP2gRam3he

- We got some guidelines to define the action plans

Process to define the final version of the action plans

- **Each Latin American partner will apply the guidelines to their action plans**

- After that, they will upload to a shared folder on the Google Drive of W-STEM:
  https://drive.google.com/open?id=1EckC9N1zten7KdioOOuHaLr9_C2H4qYY

  - **Note 1:** name your file with the acronym of your institution first, so it will be easy to check if all action plans are in the folder
  - **Note 2:** you can update and replace your own plan in the folder

- Columbus and USAL will provide feedback of the action plans

Process to establish synergies with other partners

- The Latin American partners can request support / advice / collaboration for the implementation of the Action Plan

- The European partners are here to give support / advice / collaboration to the Latin American partners

- Also the Latin American partners can establish synergies between them to implement the Action Plans

Main guidelines (I)

- Contextualize the Action Plan
  - One or two paragraphs explaining why and for what purpose are proposed the objectives and actions
  - This is not an state of the art or a theorical introduction

- Identify the person or persons responsible for each action
  - Identify services in the university that will help us to implement the actions and achieve the objectives
  - Identify who will be the persons to support the implementation

- Complete the description of the action with a timeline
  - Establish the implementation timing for each action
  - Identify the main milestones during the next two years of the project
  - keep in mind that there are things that can be initiated in these two years and then continued afterwards

Main guidelines (II)

- If an objective is achieved by a single action, then it is not an objective. A set of actions should be proposed for each objective

- Although the attraction campaigns are a mandatory part of the project, they must be incorporated into the Action Plan
  - Introduce them in the Action Plan to show the integration between the Action Plan and the project

Define the strategy → design the objectives → define the actions to achieve the objectives

Cover the three processes: attraction, access and orientation/retention

Principales pautas (I)

- Contextualizar el Plan de Acción
  - Uno o dos párrafos que explican por qué y para qué se proponen los objetivos y las acciones
  - Esto no es un estado del arte o una introducción teórica

- Identificar a la persona o personas responsables de cada acción
  - Identificar los servicios de la universidad que nos ayudarán a implementar las acciones y alcanzar los objetivos
  - Identificar quiénes serán las personas que apoyarán la implementación

- Completa la descripción de las acciones con planificación temporal
  - Establecer el calendario de aplicación de cada acción
  - Identificar los principales hitos durante los próximos dos años del proyecto
  - tener en cuenta que hay cosas que pueden iniciarse en estos dos años y luego continuar después

Principales pautas (II)

- Si un objetivo se logra con una sola acción, entonces no es un objetivo. Se debe proponer un conjunto de acciones para cada objetivo

- Aunque las campañas de atracción son una parte obligatoria del proyecto, deben incorporarse al Plan de Acción
  - Introducidlas en el Plan de Acción para mostrar la integración entre el Plan y el proyecto

Definir la estrategia → diseñar los objetivos → definir las acciones para alcanzar los objetivos

Cubrir los tres procesos en mayor o menor medida: atracción, acceso y orientación/retención

Disclaimer

W-STEM (Building the future of Latin America: engaging women into STEM) is a project funded under European Union ERASMUS + Capacity-building in Higher Education Programme (598923-EPP-1-2O18-1-ES-EPPKA2-CBHE-JP)

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein

Co-funded by the
Erasmus+ Programme
of the European Union