CBHE PROJECT: 617695-EPP-1-2020-1-ES-EPPKA2-CBHE-JP

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Project Management Meeting (1)

<u>Date:</u> February 11-12, 2021

<u>Place:</u> Videoconference by Zoom

Agenda

Feb. 11, 2021 (PMM)

- *Technical aspects*
  - ✓ Objectives
  - ✓ WorkPackages review
  - ✓ Workplan and activities 1st year

Feb. 12, 2021 (PMM)

- *Financial rules and justification*

- *Keynotes from GeoTAK Project Officer - Mr. Carlo Imarisio*

- *Quality Plan*
  - ✓ Quality assurance
  - ✓ Quality control

- *Project image and dissemination*
  - ✓ Dissemination actions
  - ✓ Websites and social networks
  - ✓ Newsletters
  - ✓ Logo (selection) and templates

- *Conclusion and closing*

Participants at the Project Management Meeting

UPV	Luis A. Ruiz Juan Pedro Carbonell Jesús Torralba
KTH	Huaan Fan
VUB	Jonathan Chan Carlos Machado
UL	Anka Lisec Mojca Kosmatin Fras Urška Drešček
NUACA	Varazdat Hovhannisyan
YSU	Alexander Markarov Artak Piloyan Marat Grigoryan
ANAU	Gurgen Yeghiazaryan Naira Aloyan
CCRA	Astghik Grigoryan
MESCS	Syuzanna Ghazaryan

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KSUCTA	Akylbek Chymyrov, Erkin Boronbaev,
KSMU	Bekbolot Attokurov
OshTU	Gulshaan Ergeshova
Goscartography	Ulukbek Asanakunov
MoES	Nurlan Omurov

Guest participant: Mr. Carlo Imarisio, Project Officer (EACEA)

The first Project Management Meeting (PMM) of the GeoTAK took place as part of the Kick-offf Meeting (KoM). During the first day of the KoM there were opening sessions by rector of KSUCTA, Deputy Ministers of Kyrgyzstan and Armenia, Cadaster Committee of the R.A., and National E+ Offices from both countries. The coordinator presented the project, all partner universities, industrial partners and collaborators presented their teams and institutions. The second day of the KoM there were some specific presentations from industry/administration, and then presentation of postgraduate programmes and overall accreditation steps from partner countries universities. The end of the second day and the whole third day were devoted to present and discuss technical and financial aspects of the project.

Following the agenda, the following decisions were taken and tasks proposed for the next months:

Task	Description	Deadline	Responsible/Participants
1.1	*Survey for identification of research & development needs* ✓ Review previous reports (state of the art) ✓ Elaborate draft questionnaires (stakeholders/academy)	2nd PMM	KSUCTA & NUACA/ All Armenian and Kyrgyz partners
2.1	*Creation of National Research Nodes in GIT* ✓ Discuss internally within the country on the national research nodes: type/character/form/role	Present ideas at 2nd PMM	KTH/ All Armenian and Kyrgyz partners & stakeholders
2.2	*Creation of advisory boards* ✓ List of advisory board members: name, organization, contact details	Present draft at 2nd PMM	KTH/ All Armenian and Kyrgyz partners
3.1	*Analysis of needs and equipment acquisition* ✓ List of needed equipment and technical specifications, with reference to the original project proposal and available budget ✓ National procurement regulations/procedures	2nd PMM	KTH/ All Armenian and Kyrgyz partner universities
3.5	*Curricula development at postgraduate level* ✓ Procedure for creating and implementing new curricula ✓ Postgraduate curricula needs	Deadline *TBD* at 2nd PMM	UL/ All partners
4.1	*Quality plan: creation and development* ✓ Structure of quality plan	2nd PMM	VUB/ All partners participation in

Task	Description	Deadline	Responsible/Participants
	✓ Role of Quality Commission – members ✓ Risk assessment exercise summary		risk exercise
5.3	*Project Management Committee meetings* ✓ Composition of Project Management Committee ✓ Project storage site (GoogleDrive, OneDrive,…)	Confirmed at 2nd PMM	UPV/ Participation of all partners
6.1	Project websites and social networks ✓ Create GeoTAK websites (UPV, NUACA, KSUCTA) ✓ WhatsApp, project logo and templates	April, 15 2nd PMM	NUACA, KSUCTA & UPV/ Participation of all partners

Additional information

✓ GeoTAK website (UPV): https://geotak.webs.upv.es/

✓ Access supporting docs templates (Timesheet, Joint Declaration, Individual Travel Report): https://geotak.webs.upv.es/intranet/ > Communication and Reporting/Forms

✓ Access Tax Exeption Letter: https://geotak.webs.upv.es/intranet/ > Management/Other

✓ Access Financial and project Management presentation, and GeoTAK descriptions: https://geotak.webs.upv.es/workplan/ > Year1/5.1 Project Kick-off meeting

✓ Access logos: https://geotak.webs.upv.es/intranet/ > Communication and Reporting/Logos

✓ EU Visual identity, logos and disclaimers

✓ Other CBHE resources: https://cbhegrantholders2021.eu/resources

✓ Kick-off meeting in the web:

   ✓ https://erasmusplus.kg/en/kickoff_meeting_geotak/

   ✓ https://ksucta.kg/ru/component/content/article/101-новости/5157-официальное-открытие-проекта-эразмус-в-кгуста-им-н-исанова.html

   ✓ https://www.facebook.com/ksucta.ksucta/posts/187983896444217

   ✓ https://geotak.webs.upv.es/kick-off-meeting-celebrated-succesfully-in-bishkek/