

Minutes Project Management Meeting (3)

Date: May 7, 2021 - 9.30 (CET)

Place: Videoconference by MS Teams

Docs:

Agenda

- *Management (UPV)*
 - ✓ PA & transfers
- *Curricula development (PC universities)*
 - ✓ Status and forethoughts of curricula development per PC university
- *Needs in research and development (KSUCTA & NUACA)*
 - ✓ Review of previous reports (state of the art)
 - ✓ List of stakeholders
 - ✓ Questionnaires (final revision)
- *National Research Nodes (KSUCTA & NUACA & local partners)*
 - ✓ List of Advisory Boards
- *Equipment (KTH & 6 partner universities)*
 - ✓ Equipment list (final revision)
- *Quality*
 - ✓ Quality commission members (VUB)
 - ✓ Recommendations of NEO monitoring session in Kyrgyzstan
- *Dissemination*
 - ✓ Local websites in Armenia and Kyrgyzstan
- *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
NUACA	Varazdat Hovhannisyan
YSU	Artak Piloyan Arsen Aproyan
ANAU	Gurgen Yeghiazaryan Naira Aloyan Ruzan Ghazinjan Armine Hambardzumyan
CCRA	Astghik Grigoryan

MESCS	Hasmik Arakelyan, Narine Yardumyan, Gayane Karapetyan
Goscartography	Ulukbek Asanakunov Olga Bondareva
KSUCTA	Akylbek Chymyrov
KSMU	Bekbolot Attokurov
OshTU	Gulshaan Ergeshova

The coordinator informed about PA and transfers. PA of VUB and MESCS are still processing (PA from MESCS has already been signed by the Deputy Minister of MESCS of RA, the scanned one has been sent to the e-mail of the coordinators, the original one has been sent through the post office), for the rest of the partners PA are finished and first transfers done.

In KG, partners are at different stages in curricula development. KSUCTA's license for new PhD program is on course, KSMU is collecting materials for sending the proposal to the Ministry of Education, and OshTU needs more internal discussions. In 2 or 3 weeks we will program a joint meeting with KG and EU partners to discuss it.

In AM, the 3 universities agreed in preparing a common PhD program with 2 councils (Geodesy at NUACA & Geography at YSU). The laws affecting doctorate degrees are changing now. In 2 or 3 weeks we will program a joint meeting with AM and EU partners to discuss it.

Last modifications of survey questionnaire about social needs will be open until Friday May 14. In the meantime, questionnaires will be translated to local languages and the list of potential entities to answer them should be finished. The time for completing the questionnaires will be about 3 weeks and, once the answers are collected, the report will be done in another 3 weeks by AM and KG partners. KSUCTA, as the leader of WP1, will prepare the structure of the report, to be agreed by all partners.

The list of members of Advisory Boards for the two National Research Nodes (NRN) should be defined as soon as possible, sending the list to all partners for confirmation. Once this is ready, the first meeting of the NRN-AB will be scheduled to define the mission and goals of the NRN.

Equipment purchase can start following the university and National procedures, and considering the need to have three tenders at least for those purchases to the same provider that are greater than 25,000 EUR.

The quality commission has been defined with a representative from VUB, one from AM and another from KG. This commission will prepare a Quality plan draft in one month.

The following decisions were taken and tasks proposed for the next weeks:

Task	Description	Deadline	Responsible/Participants
1.1	<i>Survey for identification of research & development needs</i>		
	✓ Translation of questionnaires	17 th May	KSUCTA & NUACA/ All Armenian and Kyrgyz partners
	✓ List of stakeholders ready	17 th May	
	✓ Last modifications of questionnaires (stakeholders/academy)	14 th May	
	✓ Launching questionnaires and collection of answers	17 th May- 7 th June	
2.1/2.2	<i>Creation of National Research Nodes in GIT</i>	31 st May	All Armenian and Kyrgyz

Task	Description	Deadline	Responsible/Participants
	✓ List of members of Advisory Board and scheduling 1 st meeting		partners & stakeholders
3.1	<i>Equipment acquisition</i> ✓ Starting the procurement for equipment acquisition	14 th May	All Armenian and Kyrgyz partner universities
3.5	<i>Curricula development at postgraduate level</i> ✓ Local meetings for discussing common degrees and curricula development. Scheduling a meeting with EU partners	by 31 st May	AM & KG universities / together with EU partners
4.1	<i>Quality plan: creation and development</i> ✓ Preparing Quality plan draft	14 th June	VUB/ Quality Commission
6.1	<i>Project websites and social networks</i> ✓ Translating local GeoTAK websites	31 st May	NUACA, KSUCTA