

Project Management Meeting (7)

Date: 26/03/2022

Place: KSUCTA (Bishkek) and online.

Agenda

- Financial status
- Revision of tasks and activities
- Curricula development
- Training and workshop in Ljubljana
- Quality assurance report (1st year).

Participants at the Project Management Meeting

UPV	Luis A. Ruiz Jesús Torralba
KTH	Huaan Fan
VUB	Carlos Machado Jonathan Chan
UL	Anka Lisec
NUACA	Varazdat Hovhannisyan
YSU	Artak Piloyan Arsen Aproyan
ANAU	Naira Aloyan
CCRA	Elena Rodionova
MESCS	Hasmik Arakelyan Narine Yardumyan
KSUCTA	Akylbek Chymyrov
KSMU	Bekbolot Attokurov
OshTU	Gulshaan Ergeshova
Goscartography	
MoES	

Meeting Summary

The project coordinator summarizes the activities carried out during the days in Osh (training and Lab open ceremony) and Bishkek (two labs open ceremonies, Advisory Board meeting for Kyrgyz Research Node in GIT, and Project Management Meeting) and thanks the local partners for their work and enthusiasm.

Financial status

Transfers for 6100 EUR have already been sent and confirmed by UPV to the six partner countries universities, so they have sufficient budget for next trainings, considering the expenses due to equipment purchase.

All partners are required to prepare the financial statement updated to end of March, 2022, and send it to the coordinator before April 15th.

There is an open debate about how to face the equivalent to indirect costs. Most of the partners can handle these extra costs by themselves when they are hosting an activity, however, all partners are consulting their respective administrations about it and a decision will be taken for next meeting.

It is clarified that only signed Individual Travel Reports ([ITR](#)), and boarding passes or similar proof of travelling are required by the coordinator. Since these are ruled by unit costs, if real expenses are less than the assigned unit cost, then the partners can save it for other trips or activities.

Revision of tasks and activities

First-year tasks:

- completed
- in progress
- delayed

Revision of tasks/activities

WORKPLAN for project year 1

Ref.nr/ Sub-ref nr	Activities Title	Total duration (number of weeks)												
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
1.1	Survey for identification of R&D needs	24	4X	4X	4X	4X	4X	4X						
1.2	2 Workshops on research and innovation	1					1X	1X						
2.1	Creation of National Research Nodes (NRN-GIT)	10		2X	3X	3X	2X							
2.2	Creation of advisory boards for NRN-GIT	6			2X	2X	1X	1X						
3.1	Analysis of needs and equipment acquisition	8		1X	1X	1X	1X	1X	1X	1X	1X			
3.2	Create/update research and innovation labs in GIT	10								2X	2X	2X	2X	2X
3.3/1	Delivering GIT training courses: (1) Land	1				1X								
3.3/2	Delivering GIT training courses: (2) Nat. resources	1											1X	
4.1	Quality plan (creation)	8		2X	2X	2X	1X	1X						
4.2	Monitoring visits	3					1X	1X						1X
5.1	Project kick-off meeting	1	1X											
5.2	Daily project management	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=
5.3	Project management committee meetings	1											1X	
5.4	One-on-one meetings by videoconference	1				0.3=				0.3=				0.3=
6.1	Project website and social networks	10	3X	3X	2X	2X								
6.2	Promotion of NRN-GIT	2											1X	1X

- ✓ 1.1.- Survey reports per country should be uploaded to the cloud > NUACA and KSUCTA prepare the final version with and Introduction and Conclusion for both countries together (15 April) > EU partners review and edit with Control Changes during 2 weeks (30 April).
- ✓ 1.2.- Task 1.2 cannot be carried out until task 1.1 is completed. The coordinator proposes that the workshops be carried out together with other activities during the next months.
- ✓ 2.1.- The Kyrgyz NRN-GIT has been created, now the minutes of the first meeting with the identification of the main problems in GIT in KG should be produced. The Kyrgyz NRN-GIT section on the website should be ready by the end of April, including the information obtained in the NRN-GIT meeting. In Armenia, a meeting was held with the stakeholders with recommendations in educational aspects. A report of this should be ready and a second second meeting of the NRN organized by the end of April. A list of thesis topics that are suitable for stakeholders in industry sector and national agencies should also be prepared.
- ✓ 3.1/3.2.- Kyrgyz partners mention that Phantom 4 Pro has been discontinued, so they are looking for an alternative (Mavic model?). KSMU proposes buying a more expensive drone instead of ArcGIS licenses. The clear goal of this drone must be identified and communicated to EU partners asap. In Armenia, NUACA and YSU are having problems to finish the equipment acquisition due to inconsistencies of the official procedure. ANAU has almost finished and the new lab room is ready, they will announce when all equipment is installed.
- ✓ 3.3/2&3.- 3.2 training in Natural resources was just successfully held in OshTU. An alternative for 3.1 in Land management is proposed, combined in UL (June) and ANAU (September).
- ✓ 4.1.- The quality plan is already finished, as well as the 1st year report, now it must be uploaded to the website.
- ✓ 6.2.- Task 6.2 should start in April.

Curricula development

Even if the national regulations for PhD programmes is being defined by the Ministries, we need to continue working in curricula development. The situation is as follows:

- ✓ Armenia: The general courses are defined, now we need to prepare the syllabus.
- ✓ Kyrgyzstan: KSMU and KSUCTA have their licenses for new programmes approved by the Ministry of Education, OshTU is applying for it next May. KG universities will not work in a joint degree but some of the courses from the 3 universities will be shared and offered together. A practical workshop for the development of syllabus will be prepared during the next visit to UL.

Establishment of groups of teachers by topic for curricula development is proposed.

Training and workshop in Ljubljana

The Technical training on Land management will be held in 2 parts. The first part will take place in Ljubljana (UL) in June and the second part in September in Yerevan (ANAU). The first part will be combined with the workshop on curriculum development. Before this event, there will be an online session with curriculum development specialists so that local universities will have time to develop draft syllabus of some pilot courses before the event in Ljubljana. The following draft agenda was decided

(B) Technical training + Curricula development workshop Ljubljana – 13-19 June 2022

<u>Sun</u> – June 12	<u>Arrival to Ljubljana</u>	
<u>Mon</u> – June 13	Technical training	
<u>Tue</u> – June 14	Technical training + PMM	
<u>Wed</u> – June 15	Field work/visit	
<u>Thu</u> – June 16	Workshop curricula development	
<u>Fri</u> – June 17	Workshop curricula development	
<u>Sat</u> – June 18	Workshop curricula development	
<u>Sun</u> – June 19	<u>Departure from Ljubljana</u>	

A meeting among European partners will be held in the first week of April to discuss: (1) topics to cover in the technical training of Land management (Ljubljana + Yerevan), (2) decide on structure and specialists for the online and face-to-face event workshop on Curricula development.

In the meantime, KG and AR universities should decide on the pilot courses and the responsible teachers for each of them.

UL is preparing a guide for partners with considerations for travelling to Ljubljana.

Quality assurance report (1 year)

VUB presents first year Quality assurance report. The presentation and the report are available at the GeoTAK Management Team folder “WP4_Quality_control/Internal_Quality_reports”.