

Project Management Meeting (9)

Date: 14/10/2022

Place: Yerevan, Armenia.

Agenda

- Curriculum Development
- Progress report
- ✓ Technical report
 - Deliverables
 - WP1. Social needs
 - WP2. Development of Research Networks
 - WP3. Development of Research Capacities
 - WP4. Quality Control
 - WP5. Project Management
 - WP6. Dissemination and Exploitation
- ✓ Financial report
 - Equipment
 - Staff
 - Travel
 - Subcontracting
- Next trainings

Participants at the Project Management Meeting

UPV	Luis A. Ruiz Jesús Torralba
KTH	Huaan Fan
VUB	Jonathan Chan
UL	Anka Lisec Jerney Tekavec Bujar Fetai
NUACA	Varazdat Hovhannisyan Vadges Yedogan Samuel Kroyan Vardan Gharibyan Ani Hakobyan Narine Harutyunyan Yrina Vanyan
YSU	Artak Piloyan Arsen Aproyan Vahan Manukyan
ANAU	Naira Aloyan
MESCS	Gurgen Yeghiazaryan
KSTU (KSUCTA-KSMU)	Narine Yardumyan
OshTU	Akylbek Chymyrov Alina Tynybekova Kasymov Meymanbek
Goscartography	Gulshaan Ergeshova Kutunaev Zhochuhelc Ulukbek Asanakunov

Meeting Summary

The project coordinator summarizes the activities carried out during the days in Yerevan (practical training, Curriculum development implementation, Meeting at the Cadaster committee, Meeting in the Ministry of Education, GIT lab visits and Project Management Meeting) and thanks the local partners for their work and hospitality.

Curriculum Development

The situation in the local country is summarized.

In Armenia, the rectors of NUACA, ANAU and YSU are supporting the creation of a joint doctoral program. In addition, during the meeting at the Ministry of Education, the Deputy Minister was open to the creation of a pilot PhD program, while the new regulations are finished. For this purpose, the three university rectors must sign an agreement to be sent to the Ministry of Education, so the coordinator encourages the local partners to finalize the agreement as soon as possible, it should be ready before the end of November.

In Kyrgyzstan, three PhD programs will be implemented. Currently, there are two programmes starting this year at KSTU, and the syllabus of the courses must be finished. OshTU has applied for the programme licensing, but still needs to develop the courses further and define the structure and syllabus correctly.

Progress report: Financial report

The presentation "Financial_GeoTAK_PMM_14_10_22" reviews the following financial aspects:

- ✓ Eligible and non-eligible costs (e.g., non-eligible costs: furniture, mobile phones, repairs, activities in 3rd, countries, exchange losses,...).
- ✓ Budget transfers between general budget headings only allowed up to 10%.
- ✓ Types of costs. (1) Actual costs like equipment and sub-contracting. (2) Unit costs: a fixed contribution which is multiplied by the specific number of units to cover the costs related to the implementation of a specific activity or task. (1) and (2) require specific supporting documentation.
- ✓ Equipment costs. Only equipment purchased before January 14, 2023, will be eligible. The documents to justify are:
 - Invoice(s) and bank statement(s) for all purchased equipment
 - For equipment with a total value of more than EUR 25.000, a copy of the invoice(s), documents of the tendering procedure and the competitive offers from 3 suppliers
 - Proof (a letter) that the equipment is recorded in the inventory of the institution
 - All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ sticker. Take pictures and send to the coordinator.
- ✓ Subcontracting costs. Only those tasks identified in the proposal: publishing of teaching books, promotional booklets, translation services, external auditory and external evaluation. Supporting documents for subcontracting: Invoices, subcontracts and bank statements; in the case of travel activities, copies of travel tickets, boarding passes, invoices and receipts; tangible outputs/products.

- ✓ Exchange rate. It will be implemented, according to the Erasmus+ Programme rules, using for the mid-term report the average exchange rate of the first 21 months of the project. The coordinator will calculate and apply this rate.
- ✓ Staff costs. They must be completed upto September 30. Each staff member has to complete one Joint Declaration and one Time Sheet per category of task performed. Supporting documents needed:
 - Formal employment contract.
 - Joint Declaration (JD) signed by the person performing the activity, countersigned and stamped by the responsible in the institution (e.g. rector, dean).
 - Timesheets (TS) attached to each JD, signed by the person concerned and countersigned by the responsible in the institution.
 - Any material evidence to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists, teaching materials, etc.).

Note: The code for JD and TS (Ref No.) is Px-Sy-z, where "Px" refers to the partner number; "S" refers to Staff and "y" to your number (e.g., Luis Ruiz: P1-S1, Jesus Torralba: P1-S2,); and "z" the internal order you may assign to each individual report, starting from 1 up to the number of JD and TS you present.

- ✓ Travel and Stay costs. Supporting documents:
 - Individual Travel Report (ITR).
 - Travel tickets, boarding passes with points of departure and destination, dates and name of the person traveling, invoices, receipts.
 - Proof of attendance in meetings and/or events, agendas, tangible outputs/products, and minutes.
 - It is not necessary to prove the actual cost of the travel.

Note 1: The code for ITR (Ref No.) is Px-Ty, where "Px" refers to the partner number; "T" refers to travel, and "y" is the internal order you may assign to each individual report.

Note 2: Combined trips. For example, from Yerevan -> Valencia -> Brussels -> Yerevan, report only Yerevan -> Valencia and Valencia -> Brussels, with 2 independent ITR.

- ✓ Exceptional cases: The unit costs are different for students and staff. If they do not have a contract with the University, special permission must be requested in advance.
- ✓ Visual identity, logos and disclaimers of the European Union must be used. More information is in the Grant Agreement (Annex II of the Partnership agreement).

Technical report

Presentation "PMM_Yerevan_14_10_22".

- ✓ *WP1. Social Needs*

The surveys have been completed in both countries, so the final versions with updated conclusions must be sent to the coordinator.

Since no workshop on research and innovation has been organized in Yerevan yet, it must be organized, inviting more people to participate. Artak (YSU) mentioned as an example the GIS days, he will get more information about it. A similar workshop must also be organized in Bishkek (Task 1.2).

✓ *WP2. Development of Research Networks*

NUACA and Cadastre Committee will work on the immediate signing of the advisory boards of the NRN-GIT.

In the new PhD programmes of Armenia and Kyrgyzstan, the figure of industrial doctorate should be included. These could be linked to some grants that the CC is creating. In KG some PhD topics are being defined, some of them with local stakeholders.

✓ *WP3. Development of Research Capacities*

The creation of the laboratories has been completed in KG and in ANAU, in YSU are waiting for the renovation of the new lab.

Armenian universities will buy some extra equipment with the leftover budget, this should be justified by letter if it was not included in the original budget. In KG are buying more UAVs, but all purchases must be finished by January 14, 2023, otherwise they will not be eligible.

Tentative dates are proposed for next trainings:

- Transversal workshop in innovation, KTH: is proposed from 29/05/2023 to 02/05/2023.
- Training (6) Environment, Kyrgyzstan: early June.
- Training (5) Cities, Armenia: April.

✓ *WP4. Quality Control*

VUB is finishing the 2nd report. A meeting was held during the week in ANAU.

✓ *WP5. Project Management*

The programmed activities have been done so far.

✓ *WP6. Dissemination and Exploitation*

Irina Vanyan, from NUACA, presented the main ideas of the dissemination plan, first draft will be sent soon to the coordinator.

No brochures have been created so far. NUACA commits to create one or two triptics of the project soon. Also, websites must be updated and social networks created.