



STEERING COMMITTEE MEETING

MINUTES OF THE MEETING

Project Acronym:	COOPERA
Project No:	617490-EPP-1-2020-1-MD-EPPKA2-CBHE-SP
WP / Deliverable/ Action:	WP7/D7.2/A7.2.1 – 2 nd Steering Committee meeting
Project partner (s)	P1-ASEM/MD
Place/ Date	Online meeting, ZOOM – 21.06.2021

Date: 21.06.2021

1. **Welcome from the COOPERA Grant Coordinator – Dr. Olesea SIRBU.**
2. **Presentation of the COOPERA project Partners.**
3. **COOPERA project timeline: state of art and upcoming steps**
4. **OPERATIONAL PLAN**

WP1: PREPARATION (Leader: P1-ASEM/MD; Co-Leader: P11-UdL/ES)

A1.1.1/ Participation at the Grand Holder coordinators meeting: Has been realised online in January 2021.

A1.1.2/ Elaboration of the Project's Handbook: Will be uploaded in TRELLO; All the project partners are asked to provide feedback via e-mail on the content and improvement.

A1.1.3/ Elaboration and signature of Partnership Agreements: 10 out of 13 Partnership Agreements has been signed, sent to EACEA and uploaded to Trello, originals has been sent back to partners. P10-DHBW/DE promised to sent signed Partnership Agreement by the end of June 2021. Due to the political changes in Moldova , the PA of P4-MECRRM/MD and P9-MESU/UA will be discussed and signed in the shortest time.

A1.2.1/ Completion of surveys of companies needs for DHE PCUs: Surveys has been elaborated by the Business and Administration Department of P1-ASEM/MD and shared to EU partners for the feedback.

- **Deadline** for providing feedback: **July 15th, 2021**. The final version of the questionnaire will be elaborated and shared with MD and UA partners.
- By separate email MD and UA COOPERA partners will be asked to prepare a list of companies (at least 10) to be included in the survey. Selection of companies is linked to the future dual higher education programs to be elaborated/modernised.
- **By 5th September 2021** data must be collected and shared with the consortium.

WP2: FLEXIBLE AND GENERIC DUAL HIGHER EDUCATION MODEL (DHEM) (Leader:P13-AWSB/PL; Co-Leader: P12-VUM/BG)

A2.1.1/ Formation of Project Working Groups: Has been formulated and posted in trello.



A2.1.2/ Study Visit on DHE:

Participants: members of the Working groups, based on the official decision of the institutional administration on the department to elaborate the DHE programs.

- *4 people from each MD and UA partner university and 1 expert for EU partner university will participate in SVs.*
- P13-AWSB/PL: 6-12 September 2021; Face to face participation will be mixed will online due to the covid restrictions.
- SV to P10-DHBW/DE: The SV is planned for October 2021, no certain date has been provided, will be discussed and established separately, updated operational plan will be shared via TRELLO.
- SV to P11-UdL/ES: 8-12 Nov 2021; Face to face participation will be mixed will online due to the covid restrictions.
- SV to P12-VUM/BG: 29 Nov-4 Dec 2021; Face to face participation will be mixed will online due to the covid restrictions.
- If the partners from Germany are not able to organize the study visit at their HEI in the course of October 2021, we can consider switching with VUM in December 2021. If requested, VUM could and would work around finding the time in October 2021 to host the study visit.

A2.1.3/ Organisation of COOPERA Expert Workshop: is planned to be organised in September 2021, face to face organisation will be mixed will virtual one. Draft program of the Workshop will be available in the middle of July. Additional informational will send via email.

- P1-ASEM and P6-KROK will discuss on organisation who will be the host.

A2.1.3/ Flexible and generic Dual Higher Education Model (DHEM) for Moldova and Ukraine: As a result of the Study visits (A2.1.2), the DHE models will have to be elaborated and presented by each MD and UA project partner by **December 15th, 2021.**

WP3: CREATION OF LEGAL AND OTHER CONDITIONS FOR IMPLEMENTATION OF DHE (Leader: P11-UdL/ES; Co-Leader: P10-DHBW/DE)

- Separate meeting with the P4-MECRRM/MD and P9-MESU/UA will be organised in September due to the political situation in both country and the elections in Moldova in July 2021.
- The White Paper on DHE (A3.1.2.) and Amendments/ Recommendations to the law on DHE (A3.2) will be proposed and adopted by the Ministries, taking in to account national needs.

A3.3/ Elaboration of guidelines on DHE implementation: will be elaborated by the project partners starting from February

WP4: PILOT TESTING OF THE FLEXIBLE AND GENERIC DHEM (Leader: P10-DHBW/DE; Co-Leaders: P13- AWSB/PL)

A4.1.1/ Identification and conceptual definition of Dual Study Programs:



- Each MD and UA partner must identify and provide official confirmation from the top management on what department will design, implement and pilot the DHE programs.
- Each MD and UA project partner must design, implement and pilot at least one DHE program, but if willing can choose several, but to be in line with the budget.
- Existing program can be redesigned and adopted;
- Promotional materials for the programs will be elaborated in **July 2022**;

A4.1.1/Elaboration and signature of agreements: must be signed by **September 2022**.

A4.3./ Purchase of equipment: Each MD and UA project partner must either confirm existing list of equipment submitted with the application, or propose the list adopted to the university needs. Separate email will be sent by the grant coordinator with the template. Final list of equipment must be provided by partners **by July 15th, 2021**.

- EACEA is advising to realize joint acquisition procedure if only serious regulation procedure can be excuse to do a separate purchase.
- In Moldova the joint procedure will be realized, taking in to account that there are only three universities.
- In Ukraine according to legislation is better to conclude trilateral contract and pay directly to supplier. One joint tender will be organized in Ukraine and trilateral agreements with each university from UA, Grant coordinator and the supplier will be concluded. Suppliers will be paid directly by the Grant coordinator – P1-ASEM.

WP5: QUALITY ASSURANCE AND MONITORING (Leader: P14-EPDRI/SI)

A5.1.1/ Elaboration of monitoring & evaluation manual: is elaborated and will be uploaded to trello.

A5.1.2/ Conduction of monitoring visits: advisory monitoring visits from the national Erasmus+ office in MD and UA will be realized:

- In Moldova: Date not yet established, approximately **October 2021**;
- In Ukraine: **September 17th, 2021 October 2021**.

WP6: DISSEMINATION, EXPLOITATION & SUSTAINABILITY (Leader: P12-VUM/BG; Co-Leaders: P1-ASEM/MD)

A6.1.2/ Design of project`s identity materials and web page: is under construction, Each Partner must send their institutional logo in good quality/resolution via e-mail or post in trello.

- Institutional web page in national language with a reference to project web page must be done by each MD and UA project partner. This is a requirement of the National Erasmus + Office.
- Grant coordinator will send a separate email with the content description/example of the institutional web page.
- Project brand book is elaborated and will be uploaded to trello.

NOTE: Each partner must place the Erasmus+ co-funding logo, project logo and then institutional logo on each document elaborated within the project and when realizing dissemination. Dissemination rules will be communicated during the workshop dedicated to this matter in September 2021.

A6.2./ National mass-media dissemination: will start from September 2021.



A6.3.1/ University`s level dissemination: at least one dissemination event per year by each institution and publication of articles on institutional web page, newspapers.

- Separate workshop on dissemination will be realized in September 2021.
- Each MD and UA partner must submit Dissemination plan for the year 2021. Separate email will be sent with the template. The dissemination plan must be written until December 2021 and presented by **July 15th, 2021.**

WP7: PROJECT MANAGEMENT (Leader: P1-ASEM/MD)

A7.2.1./ Organization of Steering Committee meetings: SCM3: September 2021, focused mainly on organization of Study Visits, Reporting rules and Financial aspects.

A7.3.1./ Elaboration of trimestral reports (R1-R6): Reporting: Templates are elaborated. 1st Reporting will be realized in October 2021. Templates and guidelines will be discussed during the SCM3.

NOTE: COOPERA project is being coordinated in a decentralized way, where all WP leaders are responsible for realization of the activities within respective WP. WPs leaders are responsible for communication to activity leaders and project partners, monitoring the realization of activities and respecting the deadlines. WP leaders will report the implementation of the activities realized during the upcoming SCM meeting. This matter will be discussed in detail in September 2021 during the SCM3.

NOTE: P1-ASEM/ COOPERA Grant coordinator will be in vacation from 30 July-25th August 2021. All the materials discussed will be shared, instructions will be given until the end of July 2021.

5. CLOSING AND THANKS.