



1st 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/Act. 7.2.1 - Steering Committee meeting
Project partner (s)	P1-Academy of Economic Studies of Moldova (ASEM)
Place/ Date	Online zoom meeting / 22 February 2021

1. Welcome from the Grant Coordinator-Dr. Olesea SIRBU. Presentation of project partners and working teams (institutional coordinators/assistants/financial managers). Presentation of the programme.
2. Welcome from the coordinator of the National Erasmus+ Office in Moldova – Claudia MELINTE.
3. Welcome from the coordinator of the National Erasmus+ Office in Ukraine – Svitlana SHYTIKOVA.
4. All the documents, presented during the today's meeting will be sent to the project partners afterwards.
5. Additional meetings within each WP will be organised; SCM will be organised more often (every 6 month), additional meetings with separate partners will be realised upon the request.

MANAGEMENT STRUCTURE

1. The management structure of the project will be described in detail in the project HANDBOOK, that will be elaborated by P1-ASEM and shared with project consortium via email and available on the project webpage and TRELLO as well.
2. All project partners have to nominate internal quality assurance officer, that can be either separate person or will be the role of the institutional coordinator of each PCU. Separate email with details and instructions will be sent.

PROJECT BODIES



1. **Project coordination team** presented by P1-ASEM, consisting of financial manager, dissemination manager, quality manager, academic coordinator.
2. **Strategic Steering committee**, consisting of executive board which includes the WP leader and Consortium board, that includes all institutional coordinator of the project partners.
3. **Quality assurance team**, consisting of quality assurance officer, nominated by each Project Partner for monitoring and evaluation (quality control). **External advisory boards** will consist of independent experts, representing one institution from MD and UA outside the consortium dealing with dual education. EU partner will be asked to help with launching the call for subcontracting the EU experts outside the consortium. External advisory board acts to largely disseminate project related issues and involve stakeholders outside the consortium. Separate email with instructions will be sent for MD and UA partners to establish the internal & external Quality assurance team.
4. **National Policy Task Force Group** in Moldova and in Ukraine, will be represented by top manager of HEIs (Rectors) involved in rectors councils of MD & UA and representatives of P4-MECRRM/MD and P9-MESU/UA (2 members), who will participate in Study Visits and will be involved in policy development on national level.
5. **University Working groups** will be created on institutional level and will include members to be involved in the reform on institutional level and piloting and practical approach of the DHE programs elaborated, therefore, *WG1*- will be responsible for elaboration of by-laws and regulatory framework on institutional levels; *WG2*- will be member of faculties/department responsible for creation/modernization of the dual program.
6. **Dissemination, exploitation, sustainability plan**: all the project results have to be achieved during the 1st and 2nd years of the project, the 3rd year will be dedicated to secure sustainability.
 - Separate email with the request to form all the working groups presented will be sent to project partners.

COOPERA PROJECT PRESENTATION

1. The project consortium will have to realise all the project objectives and achieve the results in order to finalize the project by **14 January 2024**, otherwise the authorisation for extension of the project can be required from EACEA.
2. The budget - related issues will be discussed at the end of the steering committee meeting in the WP7.
3. Presentation of the general and specific objectives, main results and impact indicators.
 - Presentation of the grant coordinator will be shared with the consortium via email and included in TRELLO post-factum.

OPERATIONAL PLAN:

WP1: Preparation. WP Leader: P1-ASEM/MD; Co-Leader: P11-UdL/ES.

(D1.1./A1.1.1.) Grant holders meeting has been realized, P6-KROK/UA and P1-ASEM/MD were presented. All the managerial and financial aspects introduced by EACEA starting from this year were



introduced in Partnership Agreements, detailed information on financial project management will be given WP7 and during separate sessions.

(D1.1./A1.1.2.) Project's Handbook is a responsibility of P1-ASEM/MD, will be elaborated and shared with the consortium by the end of **March 2021**.

(D1.1./A1.1.3.) Draft Partnership Agreements were elaborated and improved taking into account points discussed during the Grant holders meeting. Draft Partnership Agreements will be sent to each project partner in order to be signed and sent to EACEA by the 6th month of the project.

(D1.2./ A2.1.1.) A survey will be designed by P1-ASEM and P11-UdL/ES and sent to PCU together with the instructions. MD and UA PCU are asked to discuss with top management of the university to establish the Department/Faculty that will participate in COOPERA project, to establish which dual programs will be elaborated/modernized within PC HEIs. As a result, a questionnaire (online and paper version available) will be designed and completed by all project partners (at least 2 questionnaires completed/by each PCU).

- The deadlines have to be respected by ALL project partners! Project management will be decentralized, the leaders of the WPs are supervisors and organizers of the WPs activities, responsible for sending emails, respecting, deadlines, set a separate online meetings if needed.

WP2: Flexible and generic dual higher education model (DHEM). WP Leader - P13- AWSB/PL; co-leader - P12-VUM/BG

(D2.1./A2.1.1.) The partners will receive the templates for formation of Project Working Groups that will have to be completed, respecting the instructions.

(D2.1./A2.1.2.) Study Visit on DHE to P10-DHBW/DE is planned to be realized in September 2021, in case if it will be impossible to realize a f2f visit, the online training will be organized by P10-DHBW/DE.

- Study Visit to the P11-UdL/ES planned to be realized in November 2021, the date could be changed according to world pandemic caused by COVID-19, or realized as online training.
- Study Visit to the P12-VUM/BG planned for February 2022, but it has been proposed to be realized earlier, in **September 2021**, switching with the SV to P10-DHBW/DE, depending on Pandemic situation worldwide.
- All SVs can be postponed for the project's 2nd year, but this will lead extension of the project due to the change in meaning of the Study Visits.
- The operation plan will be updated after detailed discussions with EU partners of real dates of SVs.

(D2.1./A2.1.3.) Expert Workshops can be realized as Virtual conference to disseminate information on project related issues and help discussions on national level in both countries. The 1st expert workshop is planned for May 2021, if more time will be needed for preparations, it will be moved to June 2021.

(D2.1./A2.1.3.) Flexible and generic Dual Higher Education Model (DHEM) for Moldova and Ukraine will be elaborated as a result of the SVs in form of the report or otherwise decided by the consortium. Will be discussed in detail during the separate meeting dedicated to this WP.



WP3: Creation of legal and other conditions for implementation of DHE. WP Leader - P11-Udl/ES; co-leader - P10-DHBW/DE.

(D3.1/Act.3.1.1.) Formation of the National Policy Task Force Group (NPTFG) has already been explained and separate email with instructions will be sent by the grant coordinator.

(D3.1/Act.3.1.2.) It has been planned to elaborate White paper on DHE, but the Ministries of Education will have to provide the existing regulatory framework and future proposals on this matter in order to adopt elaboration of the legislative document.

(D3.2/Act.3.2.) Taking in to account the national situation and cooperation with Ministries, involvement of project partners and members of external advisory board will be elaborated the amendments to the Law on Dual Education and Law on Higher Education.

(D3.3/Act.3.3.) The bottom-up approach can be used and involve the University Working Groups in elaboration of the guidelines on DHE implementation.

- It has to be secured, that all the documents are elaborated on both levels, institutional/national;

WP4: Pilot testing of the flexible and generic DHEM. WP leader - P10-DHBW/DE, co-leader - P13-AWSB/PL.

(D4.1/A4.1.1) This activity will go in parallel with A1.1.1. As a result have to be elaborated /modernised at least 7 dual study programs.

(D4.1/A4.1.2) Templates of the three-lateral contract will be elaborated by EU partners and propose to MD & UA partners for adoption.

(D4.2/A4.2) Companies selected will be involved in modernisation of the study materials, business experts from the external advisory board could be involved as well. Each partner will have a working meeting to discuss with WP leader on materials needed especially for their specific DHE program.

(D4.3/A4.3) Equipment is dedicated to digitalisation. The list of equipment has to be updated by PU from MD&UA taking in to account the needs, with justification what kind of equipment you require or dedicate the equipment (or part of it) to support career-development centres. The process of aquisition of equipment will be described in detail in WP7 and during the separate meeting.

(D4.4/A4.4) Piloting of the Dual Study Programs will start during the project's 3rd year (at least one group has to be formed), using the promotional materials elaborated. Subcontracting is planned for this matter for each partner.

(D4.5/A4.5) Advisory Board, target groups, academic staff, students will complete the questionnaires in order to give feedback and to consolidate the DHE programs. The last 6 month are set for the consolidation of the DHE programs.

WP5: Quality assurance and monitoring WP Leader- P14-EPDRI/SI

(D5.1/A5.1.1.) P14-EPDRI/SI will elaborate monitoring & evaluation manual, including tools and templated used for monitoring and evaluation. Quality assurance Indicators will be elaborated as well in



order to ease the elaboration of all the documents/manual planned within the project and establish a quality criteria for all project partners.

(D5.1/A5.1.2.) Due to the pandemic caused by CIVD-19 the f2f monitoring visits cannot be realized, therefore P14-EPDRI will be present at each managerial meeting, as this one and other ones, dedicated to project related managerial issues.

(D5.1/A5.1.3.) Internal quality progress online survey will be elaborated and completed by each partner university every 6 month. Based on the feedback, the internal evaluation reports will be elaborated.

(D5.2./A5.2) Three qualified independent external experts from EU country will be invited by P1-ASEM/MD to prepare the evaluation of the outputs on institutional and national levels

(D5.3./A5.3) fine tuning will be realized in parallel with other events, such as country workshop, study visits, consortium meetings, online meetings or separately with each working group within the project and discuss the project management, fine-tuning on national level and with each university working group.

WP6: Dissemination, exploitation & sustainability WP Leader- P12-VUM/BG, co-leader - P1-ASEM/MD

(D6.1/A6.1.1.) Dissemination, exploitation and sustainability plan will be designed and shared with project partners.

(D6.1/A6.1.1.) Project logo, promotional materials, brand book, webpage will be designed.

(D6.2/A6.2.) On national level each PCU has to secure mass-media dissemination and has to elaborate dissemination plan. Additional instructions and templates will be provided by dissemination manager via email.

(D6.3/A6.3.1) University level dissemination events organise can be realised in parallel with other planned events or organised as a separate ones. The realisation of the planned events should be included in the dissemination plan and sent to coordinating team. Instructions will be provided.

(D6.3/A6.3.2) Inst mass-media dissemination includes publication of articles on institutional webpage, newspapers, gazette.

- All MD and UA project partners has to have a separate webpage dedicated to the COOPERA project, that will include info in national language about the project, general and specific objectives, results and press-releases on realisation of specific events.. Instructions will be provided.

(D6.4/A6.4.) Dissemination and sustainability reports will be prepared by each project partner. Sustainability plan will be elaborated, each partner will be asked to complete the templates. The templates and instructions will be provided.

(D6.5/A6.5.) Exploitation reports will be based on the evaluations realised by target groups, will be prepared by each partners at the end of the 2nd year regarding the, documents/manuals elaborated and 3rd year on the piloting of the study programs.



(D6.6/A6.6.) Final conference at the end of the project will be organised by P1-ASEM, where all of the project results will be presented and disseminate on national/international levels.

WP7: Project Management. WP Leader – P1-ASEM/MD.

(D7.1/A7.1.1.) COOPERA project will be working using the decentralized project management, working closely with leaders and co-leaders of the WPs, who will be responsible for realisation of the activities within this WPs and organisation of the separate meetings.

(D7.2/A7.2.1.) Steering committee meetings will be organised every 6 month, moreover as mentioned separate short working meetings will be organised dedicated to each WP separately. Reporting will be given info separate, separate meeting dedicated only to financial documents and reporting will be organised

- Introduction of **TRELLO.com**, that will be used for the project management and has been designed to help all project partners sharing the documents, templates, exchange completed materials/templates, project reports and completed surveys. Only Institutional coordinators will have access to TRELLO, in case if partner institution wants to give access to project assistant, they should email grant coordinator.

Financial Management

1. Equipment costs are dedicated only to PCUs, subcontracting shared with PCU, other headings (Staff cost, travel cost, cost of stay) the same for all.
2. During the grant holders meeting has been communicated that hospitality cost is no more considered eligible, but grant coordinator will ask EACEA for authorisation to use the money saved for the needs that will appear during the project.
3. Equipment: type and destination of the equipment has to be provided by the project partners from MD&UA, updated lists should be sent to the grant coordinator upon request.
 - For the MD partners one national tendering procedure will be realised, UA partners have to establish the most convenient way to realise the purchase of equipment, that can include either national tender, tri-party agreement between the grant coordinator, PCU and Company. Additional consultation with NEO is required.
 - All partners have to have equipment installed in universities by **December 2021**.
6. Budget included for travel cost and costs of stay that will not be used due to pandemic caused by COVID-19 can be moved to other budget heading as "staff cost" not exceeding 10% without asking authorisation from EACEA. Special meeting dedicated to the project financial management and reporting rules will be realised by the grant coordinator and project financial managers.
7. The calculations regarding the % of the 1st pre-installment paid to partners will be made and sent together with partnership agreements.
8. Unit costs is offered by EACA, but the consortium have a right to decide either to go with real salary calculation, or unit cost offered. It will be introduced in PA and can be adopted for each PCU separately.
9. Exchange rate is not used on the month of the 1st pre-financing received by Grant coordinator from EACEA as it was before. Average exchange rate of the reporting period (1st Reporting period: M1-M21; 2nd Reporting period: M22-36) will be used by the partners for reporting of all the expenses



done in national currencies. The following information will be explained in detail in the project handbook and explained separately during the financial management meeting organised.

10. 1st prefinancing has been received from EACEA consisting 50% of the total grant. If 70% of this budget will be spent by month 21, when the interim report has to be submitted, the Grant coordinator can ask for 2nd pre-instalment, that will not be received, meaning that all partners will have to use personal funds to complete all the activities in the end. It refers mostly to PC. Detailed presentation explaining this issues will be made during the separate meeting with institutional coordinator/financial officers.
11. Staff costs are divided by categories depending on the type of work realised within the project, not depending on the position taken within institution.
 - Costs declared have to start from 14 January, otherwise will not be considered eligible.