



2nd 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 Meetings
Project partner (s)	P1-ASEM/MD
Place/ Date	04.11.2022 ASEM, 61 Banulescu-Bodoni str., Building A, Senate Room. online ZOOM: http://surl.li/hilrh

1. Welcome from the COOPERA Grant Coordinator – Dr. Olesea SIRBU.
2. OPERATIONAL PLAN

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

A1.2./ Completion of surveys of companies needs for DHE PCUs: Activity completed.

A1.2./ Report on companies needs for DHE: Activity completed. Report published on TRELLO and COOPERA web page.

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

A2.1.2/ Study Visit on DHE:

- **SV to P13-AWSB/PL: 25-29 October 2021** – realised;
- **SV to P11-UdL/ES: 8-12 Nov 2021** – realised;
- **SV to P10-DHBW/DE: Online – 28.01.2022** – realised; **F2F 03-04 May 2022** – realised;
- **SV to P12-VUM/BG: 29-02 June 2022** – realised;

A2.1.3/ Organisation of COOPERA Expert Workshop:

- 3rd Expert Workshop was planned to be organised at P8-ONEU, but due to the situation caused by the war the new dated and venue will be discussed during the next online Consortium Meeting.

A2.1.3/ Flexible and generic Dual Higher Education Model (DHEM) for Moldova and Ukraine:

- DHE Models prepared and reported by all partners, except P5-UzhNU;
 - o P5-UzhNU is asked to finalise the elaboration of DHE Models and upload the final version on TRELLO;

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:

- All Project Partner Universities from Ukraine are asked to upload the Study Plans endorsed by the Ministry of Education on TRELLO in the corresponding folder on Drive.

A4.1.1/Elaboration and signature of agreements:

- All Project Partner Universities from Ukraine are asked to upload the scanned copies of the Agreements signed with the companies on TRELLO in the corresponding folder on Drive.

A4.2. / Development of training materials:

- Realized my Partner Universities from Moldova;
- Partner Universities from Ukraine are asked to upload the training material on TRELLO. The proposed template may be used and adopted. The disclaimer must be applied.

A4.3./ Purchase of equipment:

- MD: Acquisition is almost finalized. At the moment the equipment is being installed, the last units are being delivered.
- UA: There is registered a delay in registration at the Ministry of Education of the authorized by the EACEA list of equipment. After it is registered, announcement will be published on universities web pages.

A4.4./ Piloting of Dual Study Programs:

- MD partner universities has realized the promotion of the Dual Study programs in August 2022. All the materials produced are uploaded on TRELLO.
- MD partner universities are undergoing the piloting of the DHE programs. P2-TUM will strat piloting from the 2-nd year of studies based on the DHE model used and adopted.

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

A6.2./ National mass-media dissemination: Special attention must be paid at national level, by publishing on national newspapers, participation at national conferences, etc.

- When reporting an article, published in a national newspaper, disclaimer must be used, indicated that the article is elaborated within the COOPERA project. Example availbale on TRELLO.
- International dissemination may be reported under the following activity, because within the project the international dissemination was not foreseen.

A6.3.1/ University`s level dissemination events: Each MD and UA HEIs will organize at least One dissemination event (conference, seminar) on project`s related issues.

- When reporting the institutional dissemination event, all the reporting materials must be provided (attendance list. Pictures, presentations, etc..)

A6.3.2/ Institutional mass-media dissemination: The conformation of the institutional dissemination (institutional web page, Facebook, newspaper, etc.) must be kept.

- The links to the institutional publications made on institutional web or social media pages of the university must be verified, workable. The print screen of the publication must be inserted in the dissemination reporting table under the link.



A6.4./Preparation of dissemination and sustainability reports:

- Dissemination calendar for the 2nd year (15.01.2022-14.01.2023) must be uploaded on TRELLO by all MD and UA partner. Partners, must plan the institutional dissemination event if it wasn't organized or planned yet.
- Dissemination report for the 1st year (14.01.2021-14.01.2022) must be provided by P5-UzhNU and uploaded on TRELLO.
- Annual dissemination report for the 1st year was generated, elaborated and published. It will be updated and uploaded on TRELLO after the last dissemination report is received;
- Dissemination reports from MD and UA partner are being collected yearly, therefore, second dissemination report will be realized for the period: 15.01.2022-14.01.2023. Separate email will be sent by COOPERA dissemination manager with instructions and reminders in January.

A6.6./Final Conference:

- The date will be discussed during the next Steering Committee Meeting based on the situation at Ukraine.

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

A7.1/ Conducting day-by-day project management:

- During the project's 3rd year the deliverable plan will be elaborated and used by the consortium to monitor the realization of the project activities and outputs to be reported at the end of the project.

3. REPORTING WORKSHOP

A7.3.1/ Elaboration of trimestral reports):

- Timesheets must be elaborated separately for each staff category reported separately for each reporting period. Timesheets must clearly state the Activities realised and the outputs produced per each Deliverable.
 - o When reporting a specific Activity within the Work Package, partners must consult the last version of the Operational Plan, the real dates and tasks realized.
- Joint declaration is prepared for each staff category reported separately for each reporting period. In the joint declaration are inserted outcomes from the respective timesheet.
- Timesheets and joint declarations must be completed, signed and stamped after the draft is checked and approved by the management coordination team.
- All the instructions are available on TRELLO (WP7/A7.3/INSTRUCTIONS AND TEMPLATES)

A7.3.2/ Elaboration of Progress report:

- All Project Partners are asked to submit the progress report on completion of the activities within the project. Template will be prepared by the coordinator and sent via e-mail with the additional notes. Special attention will be paid to study visit, dissemination events realized, piloting progress (WP4) and models.
 - o The Table of Achieved results, completed by the partners will be adopted by the Coordinator and serve as the bases for elaboration of the progress report.



Co-funded by the
Erasmus+ Programme
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4. CLOSING AND THANKS.